

# Notification of Discrepancies

Date: [Insert Date]

To: [Parent's Name]

Address: [Parent's Address]

Dear [Parent's Name],

We hope this message finds you well. We are writing to inform you of some discrepancies that have been identified in your child's report card for the [Insert Semester/Year]. It is our priority to ensure accurate and transparent communication regarding academic progress.

Upon review, it has come to our attention that the following discrepancies exist:

- Subject: [Subject Name] - Reported Grade: [Reported Grade] - Actual Grade: [Actual Grade]
- Subject: [Subject Name] - Reported Grade: [Reported Grade] - Actual Grade: [Actual Grade]

We are currently investigating the matter and will make the necessary corrections as soon as possible. Your child's educational experience is very important to us, and we want to ensure that all information is accurate.

If you have any questions or require further clarification, please do not hesitate to contact us at [School Contact Information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[School Name]