Your Name(s)

Your Address

City, STATE Zip

Phone Number

email

 DATE \@ "MMMM d, y" May 17, 2015

Principal Name

School Address

City, STATE Zip

Dear Mrs. Name,

This letter is to inform you that \_\_\_\_\_\_\_\_\_\_\_\_\_\_, born \_\_\_\_\_\_\_\_\_\_\_\_, has completed \_\_\_\_\_\_\_\_ grade satisfactorily on June \_\_\_\_\_\_\_\_, and will be promoted to \_\_\_\_\_\_\_ grade for the 2015/16 school year. Below, please find the subjects studied this year and \_\_\_\_\_\_’s progress status: Satisfactory Progress, Needs Improvement, or Unsatisfactory. Subjects marked with an asterisk are those that have representative work included in this mailing.

**Language Arts:** Satisfactory Progress\*

**Mathematics:** Satisfactory Progress \*

**Science:** Satisfactory Progress\*

**Social Studies:** Satisfactory Progress\*

**Art & Music:** Satisfactory Progress

**Physical Education:** Satisfactory Progress

**Please mark this letter received with the date and return a copy to me either in person or via mail**. My phone number and email address are listed above, if you have any additional questions. Thank you for your time.

Sincerely yours,

Your Name(s)