



Thank You Letter

[SCHOOL LOGO]
[SCHOOL NAME]
[COMPLETE SCHOOL ADDRESS]
[CONTACT NUMBERS][EMAIL ADDRESS]

[DATE]

[FULL NAME]
[COMPLETE ADDRESS]

Dear parents,

On behalf of [SCHOOL NAME] and all its faculty and staff, we would like to thank you for your partnership with us in bringing the best education for your children. We consider this school year as another success for the school, the students, you, and the community. As we conclude this school year, we want to let you know that we could not have achieved any of this success without your help and support.

As always, we are hopeful that we can continue, if not surpass, the outstanding performance of our students, faculty, and staff this school year. We will start to turn over all student's report cards this [DATE]. We kindly request that it be claimed on or before the scheduled date for enrollment.

Please also take note that classes will resume on [DATE].

Yours truly,

[NAME AND SIGNATURE]
[JOB TITLE]
[SCHOOL NAME]