Dear Mr. & Mrs. Rigby,  
 As you know we are now at the beginning of the second quarter at Dan H. Roosevelt Elementary School. It is my duty to report to you Eleanor’s progress in my kindergarten class. Eleanor is very bright and is a pleasure to have in class. She participates and plays well with others. Below is a list of the activities completed thus far and her grades:



As you can see Eleanor is, for the most part, a good student.   
Please Contact me if you have any questions.

Sincerely,  
Cynthia Saavedra

708-555-1234

SaavedraC@D88.org