



## PARENT EMAIL TEMPLATES SAMPLE *Freebie*

**Just copy and paste. Be sure to change up the wording where necessary including the pronouns!**

*Straight Outta Class assumes no responsibility for the content of sent emails derived from this template.*

Good Afternoon! I'm emailing you about \_\_\_\_\_'s great work in class recently. He/She has shown significant growth in \_\_\_\_\_, and I'm very proud of the extra effort he/she has put forth. Thanks for everything you do at home to support \_\_\_\_\_'s success at school.

Good Afternoon! I'm emailing you about **TAYLOR'S** great work in class recently. He has shown significant growth in **PERSUASIVE WRITING** and I'm very proud of the extra effort **he** has put forth. Thanks for everything you do at home to support **TAYLOR'S** success at school.

Good Afternoon! I'm emailing to tell you that \_\_\_\_\_ had a great week. He/She worked very hard at \_\_\_\_\_. Thanks for everything you do at home to support \_\_\_\_\_'s success at school.

Good Afternoon! I'm emailing to tell you that **ALIYAH** had a great week. **She** worked very hard at **WORKING COOPERATIVELY WITH HER GROUP**. Thanks for everything you do at home to support **ALIYAH'S** success at school.

Good afternoon. I'm emailing to ask for your help in getting \_\_\_\_\_ back on track this grading period. He/she is not turning in required assignments and homework on a regular basis. As a result, he/she has earned a failing grade of \_\_\_\_ in \_\_\_\_\_. I have \_\_\_\_\_. Please let me know if you have any questions. Thank you for working together with me so we can help \_\_\_\_\_ improve his/her grades.

Good afternoon. I'm emailing to ask for your help in getting **JOHN** back on track this grading period. **He** is not turning in required assignments and homework on a regular basis. As a result, **he** has earned a failing grade of **65** in **SCIENCE**. I have **ASSIGNMENTS WRITTEN ON THE BOARD, AND THEY ARE POSTED ON MY TEACHER WEBSITE/GOOGLE CLASSROOM**. Please let me know if you have any questions. Thank you for working together with me so we can help **JOHN** improve his grades.