From

**Diego,**

**Class Teacher,**

**XZZ College**

To

***No. 6, MNO Street,***

***Kala Nagar,***

***Chennai – 01***

Dear Sir / Madam,

Sub: Your son/daughter marks – Inviting for parents-teacher meeting – reg.

Your Son / Daughter **101ME101 - RONAN** obtaining the following marks for the corresponding subjects in the Monthly test.

Subject 1 Marks (Out of 100): **75**

Subject 2 Marks (Out of 100): **62**

Overall Performance: ***Good***

This is for your kind information and we are requesting you to attend the parents-teacher meeting to improve the performance of your Son/Daughter.

**Class Teacher**