[Date]

To the parents or caregivers of [insert child’s name],

We are happy to report that [insert Name**]** has achieved the goals of Reading Recovery and will continue receiving reading and writing instruction in the classroom without ongoing intervention. They are now reading within an average range in their classroom, and their teacher and I feel that [insert Name] will continue to make steady progress.

[Insert a short paragraph about the child’s strengths and what behaviors you would like to see continue. Discuss the student’s literacy processing strengths in reading and writing. Refer to the document *U.S. Exit Status Categories for Reading Recovery and Descubriendo La Lectura* for help describing the student’s literacy processing strengths.)

We are pleased that we are able to offer Reading Recovery and have it available for children who need extra help and support as they learn to read and write. We celebrate the progress and gains that [Name of child] has made!

We know the support of a parent or caregiver has a direct impact upon a child’s success at school and we thank you for continuing to listen to your child read the books they bring home, reading to them, and encouraging them to write small messages and stories for you.

As always, if you have any questions, please do not hesitate to call, or email us at [insert school phone number & email].

Sincerely,

[Teacher Name]

Reading Recovery Teacher

[Name of Your School]