

[Your Letterhead]  
[University/Department Name]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Performance Appraisal for KTU Student [Student's Name]

I am writing to provide a performance appraisal for [Student's Name], who has been a student in the [specific program/department] at KTU during the [time period].

**\*\*1. Academic Performance\*\***

- Overview of grades, projects, and attendance.
- Specific courses where the student excelled.

**\*\*2. Skills and Competencies\*\***

- Description of relevant skills demonstrated by the student.
- Examples of projects or activities highlighting these skills.

**\*\*3. Participation and Engagement\*\***

- Remarks on involvement in class discussions, group work, and extracurricular activities.

**\*\*4. Areas for Improvement\*\***

- Constructive feedback on aspects where the student can improve.

**\*\*5. Future Potential\*\***

- Commentary on the student's prospects and recommendations for career development.

In conclusion, [Student's Name] has shown [a summary of overall performance]. We believe that with continued effort, [he/she/they] will excel in [his/her/their] future endeavors.

Sincerely,

[Your Name]  
[Your Title]  
[Department Name]  
[University Name]