

[Your Name]  
[Your Title/Position]  
[Dojo/School Name]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

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

Dear [Student's Name],

Subject: Performance Evaluation

I hope this letter finds you well. As part of our ongoing effort to support your development in Kung Fu, I am pleased to provide you with your performance evaluation for the past [specific time period, e.g., "semester", "year"].

**\*\*1. Technique and Skill Development\*\***

- [Highlight specific techniques mastered, areas for improvement, and overall skill level]

**\*\*2. Physical Conditioning\*\***

- [Comment on the physical fitness level, endurance, strength, and flexibility]

**\*\*3. Attitude and Discipline\*\***

- [Evaluate the student's commitment, respect for others, and adherence to dojo etiquette]

**\*\*4. Progress and Achievements\*\***

- [Outline any progress made, achievements, or milestones reached]

**\*\*5. Areas for Improvement\*\***

- [Identify specific areas where the student can focus on for growth]

**\*\*Overall Assessment:\*\***

[Provide an overall grade or assessment, if applicable, along with encouraging remarks]

I am confident that with continued dedication and hard work, you will progress further in your Kung Fu journey. Keep up the great effort, and do not hesitate to ask for assistance or guidance whenever needed.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title/Position]

[Dojo/School Name]