[Your Institution's Letterhead]
[Date]
[Recipient's Name]
[Recipient's Address]
[City, State, ZIP Code]
Subject: SGPA Academic Performance Report
Dear [Recipient's Name],
I hope this letter finds you well. I am writing to provide you with the SGPA (Semester Grade Point Average) report for the [specific semester/year] for [Student's Name], [Student ID].
SGPA Summary:
- Total Credit Hours: [Total Credit Hours]
- Total Grade Points: [Total Grade Points]
- SGPA: [SGPA Value]
Course-wise Performance:

Course Code	Course Name	Credit Hours	Grade	Grade Points
[Code 1]	[Course Name 1]	[Credits 1]	[Grade 1]	[Points 1]
[Code 2]	[Course Name 2]	[Credits 2]	[Grade 2]	[Points 2]
[Code 3]	[Course Name 3]	[Credits 3]	[Grade 3]	[Points 3]

[Additional courses can be added here]
If you have any questions or require further information regarding this academic performance report, please feel free to contact us.
Sincerely,
[Your Name]
[Your Position]
[Your Institution]
[Contact Information]