

[Your Institution's Letterhead]

[Date]

[Student's Name]

[Student's Address]

[City, State, Zip Code]

Dear [Student's Name],

Subject: SGPA Performance Review

We hope this letter finds you well. As part of our continuous effort to evaluate student performance, we have reviewed your Semester Grade Point Average (SGPA) for the [specific semester/year], and we would like to provide you with feedback regarding your academic progress.

Your SGPA for this semester is [SGPA Value]. This reflects your performance in the following courses:

1. [Course Name 1] - [Grade]

2. [Course Name 2] - [Grade]

3. [Course Name 3] - [Grade]

4. [Course Name 4] - [Grade]

Overall, your performance shows [a summary of strengths and weaknesses].

We commend you for [specific achievements] and encourage you to

[suggestions for improvement].

Please be reminded of the academic resources available to you, such as [tutoring, counseling, workshops]. We encourage you to take advantage of these resources to enhance your learning experience.

Should you have any questions or wish to discuss your performance further, please feel free to reach out to [adviser's name] at [contact information].

Wishing you continued success in your studies.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]

[Contact Information]