

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

Dear [Student's Name],

I hope this letter finds you well! I wanted to take a moment to reach out and share how proud I am of the effort and dedication you've shown this semester.

Your hard work in [subject or activity] has not gone unnoticed. I can see the improvement you've made, and it's truly inspiring. Remember, every step you take, no matter how small, brings you closer to your goals.

Keep pushing yourself, stay curious, and never hesitate to reach out for help when you need it. You have a bright future ahead, and I believe in your abilities!

Keep up the great work!

Best wishes,

[Your Name]