

[Your Name]
[Your Position]
[School Name]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Student's Name]
[Student's Address]
[City, State, Zip Code]

Dear [Student's Name],

I hope this letter finds you well. I wanted to take a moment to provide you with some feedback regarding your performance and engagement in class this semester.

First, I want to commend you on [specific positive behavior or achievement]. This demonstrated not only your understanding of the material but also your commitment to [specific subject or activity]. Additionally, I noticed that [point out an area for improvement]. I encourage you to focus on this aspect, as it will enhance your overall learning experience.

Remember, [encouraging words or advice]. If you have any questions or need support, please do not hesitate to reach out to me.

Keep up the great work, and I look forward to seeing your continued progress!

Best regards,

[Your Name]
[Your Position]