

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

Dear [Principal's Name],

Subject: Evaluation of [Student's Name/Class/Program]

I hope this message finds you well. I am writing to provide an evaluation of [Student's Name/Class/Program], which took place during [specific time period].

[Provide a brief introduction about the student/class/program and its objectives.]

Throughout the evaluation period, I observed [mention specific observations, achievements, strengths, and areas for improvement].

[Discuss the student's engagement, participation, and overall performance. Include any notable accomplishments or challenges faced.]

In conclusion, I believe that [summarize your overall assessment and suggest any recommendations for future actions].

Thank you for your attention to this evaluation. Please feel free to reach out if you require any further information.

Sincerely,

[Your Name]
[Your Position]