

[Your Name]
[Your Title/Position]
[Your Institution/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title/Position]
[Recipient's Institution/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Evaluation of WQE (Written Qualifying Examination)

I hope this letter finds you well. I am writing to provide an evaluation of the Written Qualifying Examination (WQE) conducted on [date of examination].

In this evaluation, I will outline the key aspects of the examination, including the structure, content, and overall performance of the candidates.

1. ****Examination Structure****

- Description of the examination format (e.g., multiple choice, essay, etc.)

- Duration of the exam

- Number of sections or questions

2. ****Content Overview****

- Topics covered in the exam

- Alignment with the curriculum

3. ****Candidate Performance****

- General performance trends (e.g., average scores, high achievers)

- Specific strengths and weaknesses observed in candidates

- Notable challenges faced by candidates

4. ****Recommendations****

- Suggestions for improving future WQE events

- Areas for candidates to focus on based on performance trends

Thank you for the opportunity to evaluate this examination. Should you require any additional information or clarification, please feel free to reach out to me.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Institution/Organization]