

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

[Recipient's Name]
[Recipient's Position]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide feedback regarding [Student's Name], a student in [Grade/Class] at YJ School. Over the past [specific time period], [Student's Name] has demonstrated [positive attributes/skills]. For instance, [specific example of positive behavior or performance].

Additionally, there are areas where [Student's Name] could improve.

Specifically, [mention areas for improvement along with suggestions].

Overall, [Student's Name] is [summary of your overall impression]. I look forward to seeing continued growth and development.

Thank you for your attention to this feedback.

Sincerely,

[Your Name]
[Your Position]