

[Your Name]
[Your Position]
[School/Institution Name]
[School Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position (if applicable)]
[Recipient's Address (if applicable)]
[City, State, Zip Code (if applicable)]
Dear [Recipient's Name],
Subject: Student Performance Review for [Student's Name]
I hope this letter finds you well.
I am writing to provide a performance review for [Student's Name], a
[Grade/Class Name] student at [School/Institution Name]. Over the past
[mention time period], I have had the pleasure of observing [Student's
Name]'s academic growth and engagement in [subjects/courses].
[Body Paragraph 1: Academic Performance]
[Describe the student's academic strengths, areas for improvement, and
any notable achievements.]
[Body Paragraph 2: Participation and Attitude]
[Discuss the student's participation in class, attitude towards learning,
and how they interact with peers and teachers.]
[Body Paragraph 3: Recommendations]
[Provide constructive feedback and suggestions for how the student can
continue to improve and excel.]
Thank you for your continued support of [Student's Name]. If you would
like to discuss this review further, please feel free to reach out to me.
Warm regards,
[Your Name]
[Your Position]
[School/Institution Name]
[Optional: Enclosures or attachments related to the review]