

[Your Name]  
[Your Title]  
[Your Institution/School Name]  
[Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Institution/School Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to provide an update on the academic progress of [Student's Name], who is currently enrolled in [Grade/Class/Program].

Throughout the [semester/year], [Student's Name] has shown [describe positive attributes, e.g., dedication, improvement, participation]. Specifically, [provide specific examples of improvements or achievements, e.g., grades, projects, participation in class discussions].

However, there are areas where [Student's Name] can enhance their performance, such as [mention areas needing improvement, e.g., attendance, engagement, specific subjects]. I encourage [Student's Name] to [suggest strategies for improvement, e.g., seek help, participate more in class, complete assignments on time].

Overall, I am optimistic about [Student's Name]'s continued growth and success. Should you have any questions or wish to discuss this further, please feel free to contact me.

Thank you for your support.

Sincerely,

[Your Name]  
[Your Title]