

# Academic Performance Notification

Date: [Insert Date]

Student Name: [Insert Student Name]

Student ID: [Insert Student ID]

Course: [Insert Course Name]

Instructor: [Insert Instructor Name]

**Dear [Insert Student Name],**

This letter serves to inform you about your academic performance in the current semester.

## **Grades:**

- Assignment 1: [Insert Grade]
- Assignment 2: [Insert Grade]
- Midterm Exam: [Insert Grade]
- Final Exam: [Insert Grade]

**Overall Performance: [Insert Overall Grade]**

If you have any questions regarding your performance or would like to discuss this further, please do not hesitate to reach out.

Sincerely,

[Insert Instructor Name]

[Insert Course Name]

[Insert Contact Information]