

Grading Notification

Dear [Student's Name],

We hope this message finds you well. We are writing to inform you about your academic performance for the [Course Name] during the [Term/Year].

Your final grade for this course is:

[Grade]

Your performance in the following assessments contributed to the final grade:

- Assignment 1: [Grade]
- Midterm Exam: [Grade]
- Final Project: [Grade]
- Participation: [Grade]

If you have any questions regarding your grade or would like to discuss your performance, please feel free to reach out to me at [Instructor's Email] or visit during my office hours.

Best regards,

[Instructor's Name]

[Course Name] Instructor

[School/University Name]