

# Progress Evaluation Letter

Date: [Insert Date]

To: [Student's Name]

[Student's Address]

Dear [Student's Name],

I am writing to provide you with an evaluation of your progress in [Course/Subject Name] during this term. Overall, your performance has been [satisfactory/above average/outstanding] and I would like to highlight several key areas.

## Strengths:

- [Strength 1]
- [Strength 2]
- [Strength 3]

## Areas for Improvement:

- [Improvement Area 1]
- [Improvement Area 2]
- [Improvement Area 3]

As we move forward, I encourage you to focus on the areas for improvement and continue to build on your strengths. Please feel free to reach out if you have any questions or need further assistance.

Sincerely,

[Your Name]

[Your Position]

[School/Institution Name]