

# Student Transfer Evaluation Results

Date: [Insert Date]

[School Name]

[School Address]

Dear [Recipient's Name],

We are pleased to inform you of the results of the extracurricular activities evaluation for [Student's Name], who recently sought transfer to our institution.

## Evaluation Overview

The evaluation process included an assessment of [Student's Name]'s participation and performance in various extracurricular activities at [Previous School Name]. Below are the results:

- **Activity 1:** [Description of Activity], [Level of Participation], [Comments]
- **Activity 2:** [Description of Activity], [Level of Participation], [Comments]
- **Activity 3:** [Description of Activity], [Level of Participation], [Comments]

## Conclusion

Based on the evaluation, we believe that [Student's Name] will be a valuable asset to our extracurricular programs. We look forward to welcoming [him/her/them] to our school community.

If you have any questions or need further information, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Position]

[School Name]

[Contact Information]