

# Feedback on Extracurricular Activity Performance

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide you with feedback on your recent performance in [Name of Extracurricular Activity].

First and foremost, I want to commend you for your dedication and enthusiasm throughout the activity. Your ability to [mention any specific skills or qualities] has truly contributed to the success of our team. It was evident during [specific event or performance] that you invested a great deal of effort and passion.

However, there are areas where I believe you can improve. [Provide constructive criticism, e.g., "Working on your time management skills could enhance your contribution to the group."] This feedback is meant to support your growth and help you achieve your potential.

Overall, I appreciate your hard work and commitment. I look forward to seeing how you continue to develop your talents in [Extracurricular Activity] in the future.

If you have any questions or would like to discuss this feedback further, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]