

Academic Performance Update

Date: [Insert Date]

Dear [Student's Name],

We hope this message finds you well. We are writing to provide you with an update on your academic performance in the Respiratory Therapy Program for the current semester.

Course Performance

- **RT 101 - Fundamentals of Respiratory Therapy:** [Grade]
- **RT 201 - Advanced Respiratory Care:** [Grade]
- **RT 301 - Clinical Practice:** [Grade]
- **RT 401 - Pediatric and Neonatal Respiratory Care:** [Grade]

Comments

[Insert any specific comments on strengths, areas for improvement, and overall performance.]

Next Steps

Please schedule a meeting with your advisor if you have any questions or require support in your studies.

Best regards,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]