

Academic Performance Review

Date: [Insert Date]

To: [Student's Name]

From: [Teacher's Name/Principal's Name]

Subject: Academic Performance Review

Dear [Student's Name],

I hope this message finds you well. This letter serves as a review of your academic performance during the [specify term/semester].

Performance Overview

Your overall performance this term has been [insert overall performance]. Below is a summary of your performance in each subject:

- Subject 1: [Insert grade and comments]
- Subject 2: [Insert grade and comments]
- Subject 3: [Insert grade and comments]
- Subject 4: [Insert grade and comments]

Areas for Improvement

While your performance has been commendable, I would like to bring to your attention a few areas where improvement is possible:

- [Area 1]
- [Area 2]

Future Goals

Looking ahead, I encourage you to focus on the following goals for the next term:

- [Goal 1]
- [Goal 2]

Please feel free to reach out if you would like to discuss this review further or if you require any assistance.

Best regards,

[Your Name]

[Your Position]