

End-of-Term Student Evaluation Meeting

Dear [Student's Name],

We hope this message finds you well. As we approach the end of the term, we would like to invite you to an end-of-term evaluation meeting to discuss your academic progress and achievements.

Meeting Details:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location]

This meeting will give us an opportunity to review your performance, address any concerns, and set goals for the upcoming term.

Please confirm your availability for this meeting by replying to this email.

We look forward to our conversation.

Sincerely,

[Your Name]

[Your Position]

[School/Organization Name]