

Portfolio Assessment Letter

Date: [Insert Date]

To: [Recipient's Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you about the assessment of your portfolio submitted on [Insert Submission Date]. The evaluation process focused on the following criteria:

- Quality of Work
- Creativity and Innovation
- Professional Presentation
- Relevance to Course Objectives

Based on our assessment, we are pleased to share the following feedback:

[Insert Specific Feedback Here]

We would like to commend you for your efforts and encourage you to continue developing your skills. Your portfolio demonstrates your potential and creativity.

If you have any questions or would like to discuss your assessment further, please feel free to reach out to us.

Thank you for your hard work and dedication.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]

[Contact Information]