

# University Name

## Office of Academic Affairs

Date: [Insert Date]

Dear [Student's Name],

Subject: Final Assessment of Course Achievement

We are pleased to inform you of the results of your final assessment for the course [Course Name], taught by [Instructor's Name], during the [Semester/Term].

Your final grade is: [**Letter Grade/Percentage**].

This grade reflects your hard work and dedication throughout the course. It is a testament to your understanding of the material and your ability to engage with the subject matter.

If you have any questions regarding your assessment or if you would like to discuss your performance in more detail, please do not hesitate to reach out.

Congratulations on your achievement!

Best regards,

[Your Name]

[Your Position]

[University Name]

[Contact Information]