To,

[Name of Recipient]

[Address of Recipient]

Date:

**Subject: Encouragement Letter to Student**

Dear [name of the Recipient],

It is such a pleasure to know about your remarkable results for this year’s annual exams. I am really proud of your performance. I know that besides academics, you are a talented person as well in sports, music, and other extra-curricular activities. Being your teacher, I feel that it is my duty to encourage you to stay focused towards your studies so that you should stay consistent or even get better with your results for the upcoming years. However, I also encourage you to never let go of the other talents that you have.

Thanking You.

Yours Truly,

[Sender Name]

[Sender Signature]

[Sender Address]