

Academic Support Request Acknowledgment

Date: [Insert Date]

Dear [Student's Name],

We would like to acknowledge receipt of your request for academic support dated [Insert Date of Request]. Thank you for reaching out to us.

Your request is important to us, and we will review it carefully. You can expect a further communication regarding your request within [Insert Time Frame].

If you have any additional questions or require further assistance in the meantime, please do not hesitate to contact us at [Insert Contact Information].

Best regards,

[Your Name]

[Your Position]

[Institution/Department Name]