

Capstone Project Guidance

Date: [Insert Date]

To: [Student's Name]

From: [Advisor's Name]
[Advisor's Title/Position]
[Institution/Organization]

Dear [Student's Name],

I am pleased to provide you with guidance for your upcoming capstone project. This project is a significant component of your academic program and offers an opportunity to demonstrate your skills and knowledge.

Project Overview

Your capstone project will involve [brief description of the project]. Please ensure that you adhere to the following guidelines:

- Define your project objectives clearly.
- Conduct thorough research and utilize credible sources.
- Maintain regular communication with your project advisor.

Timeline

Key milestones to keep in mind:

- Project Proposal Due: [Insert Date]
- Progress Report: [Insert Date]
- Final Submission: [Insert Date]

Support and Resources

Feel free to reach out for assistance or clarification at any point during your project. I am here to support you.

Best regards,

[Advisor's Signature (if sending a hard copy)]
[Advisor's Name]
[Advisor's Title/Position]
[Contact Information]