

# Graduation Plan Counseling

Date: [Insert Date]

Dear [Student's Name],

Congratulations on reaching this significant milestone in your academic journey! As you prepare for graduation, I would like to invite you to participate in a graduation plan counseling session.

The purpose of this session is to ensure that you are on track to meet all graduation requirements and to discuss your future plans. During our meeting, we will review your academic progress, any remaining coursework, and your post-graduation goals.

Please schedule a time to meet with me by [Insert Deadline]. You can reach me at [Insert Contact Information] or visit my office at [Insert Office Location].

Looking forward to assisting you with your graduation plans!

Sincerely,

[Your Name]

[Your Title]

[Your Institution]