

# Graduation Requirements Review

Date: [Insert Date]

To: [Student's Name]

From: [Advisor's Name]

Subject: Review of Graduation Requirements

Dear [Student's Name],

We hope this message finds you well. As you approach your graduation, we would like to ensure that you are on track to meet all necessary requirements for your degree.

Please find below the current status of your academic progress:

- Total Credits Completed: [Number of Credits]
- Required Credits: [Required Number of Credits]
- Core Courses Completed: [List of Courses]
- Outstanding Requirements: [List of Requirements]

We encourage you to review this information and reach out if you have any questions or need guidance on how to fulfill any outstanding requirements. Your graduation is important to us, and we are here to support you in this process.

Thank you for your attention to these matters. We look forward to your successful graduation!

Sincerely,

[Advisor's Name]

[Title]

[Department]

[Contact Information]