

Degree Audit Clarification Request

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Department Name]
[University Name]
[University Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request clarification regarding my degree audit as I am considering an adjustment to my program of study. As I reviewed my current audit, I noticed some discrepancies related to the requirements for my major/minor, specifically concerning [specific courses or requirements].

I would greatly appreciate it if you could assist me in understanding the following points:

- Clarification on [specific requirement or course]
- Impact of potential program adjustments on my degree progress
- Any necessary steps I need to take for making these adjustments

Thank you for your time and assistance. I look forward to your prompt response so that I can make informed decisions regarding my academic path.

Sincerely,

[Your Name]