Degree Audit Completion Report

Date: [Insert Date]

To: [Faculty Member's Name]

Department: [Department Name]

From: [Your Name]

Subject: Completion of Degree Audit for [Student's Name]

Dear [Faculty Member's Name],

This letter serves to inform you that the degree audit for [Student's Name], student ID [Student ID], has been completed successfully. The audit reviewed the following degree requirements:

- Core Curriculum
- Major Requirements
- Electives
- Other Degree Specific Requirements

Findings from the audit are outlined below:

- All core curriculum requirements have been met.
- Major requirements are fulfilled with a total of [X] credit hours.
- Electives remaining: [X] credit hours.
- Additional notes: [Any specific notes or recommendations]

If you have any questions regarding this audit or require further information, please feel free to reach out to me at [Your Email] or [Your Phone Number].

Best regards,

[Your Name]
[Your Position]
[Your Department]