

Degree Audit Follow-Up

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State ZIP Code]

[Your Email]

[Your Phone Number]

To: [Advisor's Name]

[Department Name]

[University Name]

[University Address]

[City, State ZIP Code]

Dear [Advisor's Name],

I hope this message finds you well. I am writing to follow up on my degree audit conducted on [insert date of audit]. After reviewing the results, I noticed that there are several unmet requirements that I need clarification on:

- [Requirement 1]
- [Requirement 2]
- [Requirement 3]

Could you please provide guidance on how I can fulfill these unmet requirements? Additionally, I would appreciate any advice on courses or resources available that could assist me in completing my degree on schedule.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Student ID]