Degree Audit Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[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 formally request a degree audit for my academic program. As I approach the completion of my degree, I want to ensure that I have met all necessary requirements and am on track for graduation.

My student ID is [Your Student ID], and I am currently majoring in [Your Major]. If you could assist me in this process and provide me with the necessary information regarding my degree status, I would greatly appreciate it.

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

Sincerely,

[Your Name]