

# Letter of Acknowledgment for Community College Transfer Advising

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Community College Name]

[College Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to acknowledge the guidance and support I received during my recent transfer advising session at [Community College Name]. Your insights and recommendations have been invaluable in helping me navigate the transfer process.

Thank you for taking the time to answer my questions and provide me with resources to ensure a smooth transition to [Target University/College Name]. I appreciate your dedication to helping students achieve their academic goals.

Should I continue to have questions or need further assistance, I will not hesitate to reach out. Thank you once again for your support.

Sincerely,

[Your Name]