

Dual Degree Advising Clarification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Position]

[Your Institution]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to provide clarification regarding the dual degree advising process for students pursuing [specific dual degree program].

It has come to my attention that there are some questions concerning [specific topics or concerns], and I would like to address these to ensure that all students have the proper guidance and support.

[Detail any specific clarifications, processes, or important information that the recipient should know, including deadlines, requirements, and resources available.]

Should you have any further questions or require additional assistance, please do not hesitate to reach out. I am here to help you navigate your academic journey effectively.

Thank you for your attention to this matter, and I look forward to your response.

Sincerely,

[Your Name]

[Your Email]

[Your Phone Number]