

Academic Progression Monitoring

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution/Department Name]

[Institution Address]

Dear [Recipient's Name],

I hope this message finds you well. As part of our ongoing commitment to support student success, we are conducting a monitoring of academic progress for the current academic year.

This letter serves to inform you of your current academic standing and the necessary steps to ensure continued progress toward your academic goals. Below are the details of your performance:

- **Current GPA:** [Insert GPA]
- **Credits Completed:** [Insert Credits]
- **Remaining Coursework:** [Insert Remaining Courses]

If you are facing any challenges or require assistance, please do not hesitate to reach out. We encourage you to schedule a meeting with your academic advisor to discuss your options and create a plan moving forward.

Thank you for your attention to this matter. We are here to support you in your academic journey.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]