

# Academic Progress Review

Date: [Insert Date]

To: [Student's Name]

From: [Instructor's Name]

Subject: Progress Review of Academic Goals

Dear [Student's Name],

I hope this message finds you well. As part of our ongoing efforts to support your academic success, I would like to take this opportunity to review your progress towards your academic goals.

## Goals Set:

- [Goal 1]
- [Goal 2]
- [Goal 3]

## Progress Overview:

[Provide a summary of the student's progress towards each goal, highlighting strengths and areas for improvement.]

## Next Steps:

[Outline any recommended steps or resources to assist the student in meeting their goals. Include any upcoming deadlines or events.]

I encourage you to reach out if you have any questions or if you would like to discuss your progress in further detail.

Best regards,

[Instructor's Name]

[Instructor's Title]

[School/Organization Name]

[Contact Information]