Academic Guidance for Repeating Coursework

Date: [Insert Date]

Dear [Student's Name],

We hope this message finds you well. We are writing to discuss your recent performance in [Course Name/Code] during the [Semester/Year]. We have noticed that you did not achieve the passing grade necessary to successfully complete this course.

As you are aware, completing this course is essential for your academic progress in your degree program. Therefore, we would like to provide you with guidance on how to approach repeating this coursework effectively.

Recommended Steps for Success:

- Review Course Material: Take time to revisit the syllabus, lecture notes, and assigned readings.
- Attend Office Hours: Utilize the opportunity to speak with your instructor for clarification on challenging concepts.
- Join Study Groups: Collaborate with classmates to enhance understanding through discussion and shared resources.
- Utilize Campus Resources: Don't hesitate to seek help from tutoring centers or academic advisors.
- Set a Study Schedule: Create a consistent study routine to stay organized and manage your time efficiently.

We encourage you to take these steps seriously as they can significantly impact your performance in the upcoming attempt of the course. Remember, seeking help is a sign of strength, and we are here to support you throughout this process.

If you have any questions or need further assistance, please do not hesitate to reach out.

Best regards,

[Your Name]

[Your Position]

[Department Name]

[University Name]

[Contact Information]