

# Enrollment Maintenance Reminder

Dear [Student's Name],

We hope this message finds you well. As a continuing student at [University/College Name], this is a friendly reminder to ensure your enrollment status is properly maintained for the upcoming academic term.

Please take the following steps to confirm your enrollment:

- Review your course schedule and make any necessary adjustments.
- Ensure your tuition payments are up to date.
- Check for any holds on your account that may affect your enrollment.

For assistance, please contact the Enrollment Services Office at [Contact Information].

Thank you for your attention to this matter, and we wish you a successful academic year ahead!

Sincerely,

[Your Name]

[Your Position]

[University/College Name]