

# Elective Course Requirements

Date: [Insert Date]

Dear [Student's Name],

We are pleased to provide you with the requirements for your elective course selection for the upcoming term. Please review the following criteria to ensure your eligibility:

- **Prerequisites:** [List any prerequisite courses or grades required]
- **Credits:** The elective course offers [insert number of credits] credits.
- **Attendance:** Regular attendance is mandatory (minimum [insert percentage] %).
- **Assignments:** Timely completion of all assignments is required for a passing grade.

Please make sure to submit your elective course selection form by [insert deadline]. If you have any questions or require further assistance, feel free to reach out.

Best regards,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]