

# Graduation Requirement Discussion

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Discussion on Graduation Requirements

Dear [Recipient's Name],

I hope this message finds you well. I am reaching out to discuss the current graduation requirements for [specific program or degree]. As we approach the end of the academic year, I believe it is crucial to ensure that all students are on track to meet the necessary criteria.

Some of the key points I would like to address include:

- Clarification on credit hour requirements
- Updates on course offerings
- Potential adjustments to any prerequisites
- Individual student progress and support

I would appreciate the opportunity to meet at your convenience to discuss these matters in detail. Please let me know your availability.

Thank you for your attention to this important discussion.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]