

# Academic Advisor Assignment Letter

Date: [Insert Date]

Dear [Student's Name],

We are pleased to inform you that you have been assigned an academic advisor for the current academic year. Your advisor is [Advisor's Name], who will be available to assist you with academic planning, course selection, and any other academic concerns you may have.

Your advisor's contact information is as follows:

- Email: [Advisor's Email]
- Phone: [Advisor's Phone Number]
- Office Hours: [Advisor's Office Hours]

We encourage you to schedule an appointment with your advisor to discuss your academic goals and how to achieve them. Building a relationship with your advisor can be a valuable resource throughout your educational journey.

Thank you, and we wish you success in your studies!

Sincerely,

[Your Name]

[Your Position]

[Institution Name]