

# Letter of Counselor Assignment for Academic Guidance

Date: [Insert Date]

Dear [Student's Name],

We are pleased to inform you that you have been assigned to [Counselor's Name] as your academic advisor for the [Academic Year/Term]. [Counselor's Name] is dedicated to helping you navigate your academic journey and providing you with the necessary guidance to achieve your educational goals.

Your first meeting with [Counselor's Name] is scheduled for [Date and Time]. This session will cover your academic progress, course selection, and any concerns you may have regarding your studies.

Please feel free to reach out to [Counselor's Name] via email at [Counselor's Email] or phone at [Counselor's Phone Number] if you have any questions or need to reschedule your appointment.

We look forward to supporting you in your academic endeavors.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]