

Letter of Assignment

Date: _____

To: [Student's Name]

From: [Consultant's Name]

Subject: Educational Consultant Assignment

Dear [Student's Name],

We are pleased to inform you that you have been assigned to work with an educational consultant for the upcoming term. This assignment aims to enhance your academic experience and provide personalized support in your studies.

The educational consultant, [Consultant's Name], will work with you on the following:

- Assessment of your learning needs
- Development of personalized study plans
- Strategies for effective time management
- Support in academic resources and planning

Please ensure to schedule an initial meeting with [Consultant's Name] by the end of this week. You may reach them at [Contact Information].

We look forward to seeing your progress and success through this collaboration.

Best regards,

[Your Name]

[Your Title]

[Your Institution]