

Proactive Academic Help

Date: [Insert Date]

Dear [Student's Name],

I hope this message finds you well. As we progress through the semester, I want to proactively reach out to offer my support in your academic journey.

I have observed your engagement in [specific subject or activity] and want to ensure you have the resources you need to succeed. If you have any questions or if there are specific topics you'd like to discuss further, please do not hesitate to reach out.

Additionally, I would like to suggest scheduling a time for us to meet. This will give us an opportunity to review your progress and address any challenges you may be facing. My available times are [insert times], but I am happy to accommodate your schedule as needed.

Please know that I am here to support you and want you to succeed in your learning experience.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]