

Academic Transition Notification

Date: [Insert Date]

Dear [Student's Name],

We hope this message finds you well. We are writing to inform you about an important update regarding your semester schedule due to your recent academic transition.

Effective [Insert Date], the following changes will be made to your schedule:

- **Course Title 1:** [New Schedule Details]
- **Course Title 2:** [New Schedule Details]
- **Course Title 3:** [New Schedule Details]

If you have any questions or require further assistance, please feel free to reach out to the academic advising office at [Insert Contact Information].

Thank you for your understanding as we support your academic journey.

Sincerely,
[Your Name]
[Your Position]
[Your Institution]