Department Letterhead

4/15/2020

To whom it may concern

[Last Name], [First Name] is a student seeking a [Degree Level] in [Major]. Student has completed [total credit hours] towards [his/her] degree. I authorize student to enroll for [# of Credit Hours] for [semester] in accordance with the structure of the program. According to the programs degree plan, student will be enrolled for [# of Credit Hours] in [Next Semester].

[Please provide details for each upcoming semester that the student will be enrolled below-fulltime]

[Last Name], [First Name] is planning to graduate in [Semester]. For clarification of the program’s structure, please contact me at [contact information]

Sincerely,

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[Advisor information]