

APPLY FOR GRADUATION
Sample Email to Students

Dear [Student First Name],

Greetings!

As your academic advisor, I want to inform you that it is time to apply for graduation! All students must submit an application to graduate in order to be eligible to complete their degree. Click [here](#) for the Graduation Checklist.

Additional comments: If completed by the ToDo creator

Please send me an email or call if you have any questions.

Sincerely,

[Creator Name]

[Creator Email]

[Creator Phone Number]