

DATE

To Whom It May Concern:

NAME is an enrolled student in the [PROGRAM] degree program at the Stephen M. Ross School of Business at the University of Michigan during the [TERM] term [(DATES)].

NAME entered the full-time [PROGRAM] program in [TERM ENTERED PROGRAM]. [He/She] will need to complete [# of CREDITS NEEDED] credits during the [TERM] term in order to fulfill [his/her] [PROGRAM] degree requirements and graduate.

Please feel free to contact our office if you have further questions concerning this student.

Sincerely,

NAME  
Academic Services