

Purely FORM E-MAIL to ADVISEE

Hello Future College Graduate:

I hope this e-mail finds you excited to be engaged in higher education at Dyersburg State. I am your advisor. It is my responsibility to offer you guidance beneficial to your college success. Please feel free to contact me regarding issues concerning your college experience. My office location and office hours are listed below.

OFFICE (Enter location, office #)

Day (Enter day(s) of office hours)

Time (Enter time of office hours)

Please contact me to schedule an appointment. I look forward to hearing from you and working with you on pursuing your collegiate aspirations.

Best of success,

FACULTY NAME

CONTACT INFORMATION