

Communicate  
warmth, concern,  
and care

<Individual Greeting>

I hope this email finds you safe and well. I'm reaching out because one of your instructors let me know that they are concerned about you. Specifically, your instructor in XYZ class indicated that you'd stopped turning in assignments after the first week and have only been attending a few class sessions since then. They also let me know that there's still time to improve your grade in this class!

Normalize  
challenges

Communicate  
feedback and  
opportunity/time  
for growth

Many students experience challenges staying on top of classes and we know there are lots of reasons why. With a better understanding of your experience, I'd love to help identify resources that may better support you in reaching your academic goals. Let's touch base soon to chat through your options and make a plan for the rest of the term.

Present an  
opportunity and  
invite participation

Please schedule with me using this link. I'm really looking forward to hearing from you soon.

Best,  
Advisor

Give clear call to  
action/next step