*Recognition letter from department chair to students with a 3.0 or above [December, May]*

Dear [student’s first name],

Congratulations on achieving academic commendation this semester! Your grade-point average for the [season, year] semester is a testament to the hard work and determination you demonstrated in your classes.

This is quite an honor – to be eligible for academic commendation, a student must have received numerical grades in 12 or more credits of coursework in one semester with a grade-point average of 3.0 or above.

I’m glad that you’re doing so well and want to remind you that I’m always available for questions or if you just want to chat. My office is at [address] and my office hours are [days, times]. Or, feel free to email me at [email address].

Keep up the great work!

[Name]

Chair, Department of [name]