*Department*

*Address*

*Phone/Email*

Student Organization Council

Columbia College Chicago

754 S. Wabash Avenue, 2nd Floor

Chicago, IL 60605

*Date Submitted*

Re: Faculty Advisor Letter for *the Student Organization Name*

To Allen Lucas:

This letter is to inform the SOC that I have agreed to serve as the faculty/staff advisor for the *Student Organization Name*, for the 2023 – 2024 academic year. *You may add any additional information, as you feel necessary. You may address how long you have advised this group, how long you have been with Columbia, what you hope the group will accomplish this year or anything else you think is significant information (Please note that this is an example and should be used as such. Each advisor letter may differ).*

Thank you,

*Advisor Name*

*Title*

*Contact information*