

Site Visit Preparation for Accreditation

Date: [Insert Date]

To: [Accreditation Team/External Reviewers]

From: [Your Institution/Department Name]

Dear [Accreditation Team/External Reviewers],

We are pleased to welcome you to [Institution Name] for the accreditation site visit scheduled on [Insert Dates]. We are committed to providing you with all the necessary resources to facilitate a productive evaluation process.

This letter outlines the preparations we have made and what you can expect during your visit:

1. Schedule of Activities

- [Insert Date]: Welcome and Introduction Meeting
- [Insert Date]: Campus Tour
- [Insert Date]: Meetings with Faculty and Administration
- [Insert Date]: Review of Documentation

2. Participants

The following individuals will be available to assist you during your visit:

- [Name, Title, Contact Information]
- [Name, Title, Contact Information]
- [Name, Title, Contact Information]

3. Logistics

We will cover your accommodations and meals during your stay. Please find attached the travel itinerary and accommodation details. If you have any special requirements, do not hesitate to inform us.

4. Documentation

All relevant documentation will be made available to you upon your arrival. If there are specific materials you would like us to prepare in advance, please let us know.

We appreciate your time and effort in reviewing our program and look forward to your visit. Please feel free to reach out with any questions or concerns.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]