

Course Syllabus Distribution

Date: [Insert Date]

Dear [Student's Name],

We are excited to welcome you to the Summer Session of [Course Name]. This letter serves to inform you about the distribution of the course syllabus and essential information for the upcoming term.

Course Details:

- **Course Title:** [Course Title]
- **Instructor:** [Instructor's Name]
- **Course Code:** [Course Code]
- **Class Schedule:** [Days and Time]
- **Location:** [Classroom/Online]

Syllabus Distribution:

The course syllabus will be distributed electronically via [Email/Online Platform] on [Date]. Please ensure you check your inbox for important information regarding course objectives, grading, and policies.

Important Dates:

- **Course Start Date:** [Insert Date]
- **Last Day to Add/Drop:** [Insert Date]
- **Final Exam Date:** [Insert Date]

We look forward to a productive and engaging summer session with you. Should you have any questions, feel free to contact me at [Instructor's Email].

Best Regards,

[Instructor's Name]

[Instructor's Title]

[Contact Information]