

Follow-Up Letter for Academic Program Reaccreditation

Date: [Insert Date]

To: [Accrediting Body Name]

From: [Your Name]

[Your Position]

[Your Institution]

[Institution Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Accrediting Body Contact Name],

I hope this message finds you well. I am writing to follow up on the reaccreditation process for our [Specific Academic Program] at [Your Institution]. We submitted our documentation on [Submission Date] and are eagerly awaiting your feedback.

We understand that thorough reviews take time and appreciate the diligence of your team. As we aim to enhance our program continuously, any updates regarding our status in the reaccreditation process would be greatly appreciated.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]