

Letter Template for Academic Program Review

[Your Name]
[Your Title]
[Your Institution]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Institution]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to initiate the review process for the [Name of Academic Program] at [Your Institution]. As part of our commitment to maintaining high academic standards and ensuring the continuous improvement of our programs, we believe a thorough review is essential at this time.

The purpose of this review is to evaluate the program's effectiveness, relevance, and alignment with our institutional goals. We aim to identify strengths and areas for enhancement to better serve our students and community.

To facilitate this review, we kindly request your insights and any relevant data you may have regarding the program's performance and impact. We are particularly interested in feedback on the curriculum, student outcomes, faculty engagement, and industry alignment.

We propose to conduct the review between [Start Date] and [End Date]. Please let us know your availability during this period. We are also open to discussing any additional factors you believe should be considered during the review process.

Thank you for your attention to this important matter. We look forward to your valuable input and hope to collaborate closely during this review.

Sincerely,
[Your Name]
[Your Title]