

Notice of Amendment to Grading Policies

Date: [Insert Date]

To: [Insert Name of Recipient]

From: [Insert Name and Title]

Subject: Disclosure of Amendments in Grading Policies

Dear [Insert Recipient's Name],

We are writing to formally inform you of amendments made to the grading policies that will take effect in the upcoming [Insert Semester/Year].

Summary of Amendments:

- Change in the grading scale from [Old Scale] to [New Scale].
- Introduction of [New Grading System or Policy].
- Modification of policies regarding [Specific Course/Subject].

These changes aim to enhance the evaluation process and ensure fairness in grading. We encourage you to review the full policy document available at [Insert link or location].

If you have any questions or require further clarification, please do not hesitate to reach out to us at [Insert Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]