

# Notification of Changes in Academic Assessment Policy

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of recent changes to the academic assessment policy that will take effect starting [Effective Date].

The updated policy includes:

- Modification of grading criteria for assignments
- Changes to the exam format and scheduling
- Introduction of new assessment tools and resources
- Updated deadlines for submissions and assessments

We believe these changes will enhance the assessment process and support student success. For detailed information, please refer to the policy document attached or visit our website at [Website URL].

If you have any questions or concerns regarding these changes, please do not hesitate to reach out to us at [Contact Information].

Thank you for your attention to this important matter.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]