

Letter Template for Grading Framework Update

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about some important updates to our grading framework that will be implemented starting [Insert Implementation Date]. These changes have been made to enhance the assessment process and improve clarity for both students and educators.

Key Updates:

- **Criteria Revision:** The assessment criteria have been revised to better reflect the learning outcomes for each course.
- **Grade Scale Adjustment:** We are introducing a new grade scale that will provide more nuanced feedback.
- **Feedback Process:** Enhanced feedback mechanisms will be implemented to support student learning.

We believe these changes will foster a more effective learning environment. Please feel free to reach out if you have any questions or need further clarification.

Thank you for your attention to this important update.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]