

# Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about the introduction of a new grading rubric that will be implemented in [Course/Subject Name] starting from [Start Date].

The new rubric has been designed to provide a clearer understanding of the assessment criteria and to enhance the learning experience for our students. It will include detailed descriptions for each grade level, making it easier for students to comprehend what is expected of them.

We believe this change will lead to improved academic performance and provide valuable feedback for both students and educators. An overview of the new grading rubric is attached for your reference.

Should you have any questions or require further clarification, please do not hesitate to reach out.

Thank you for your attention, and we look forward to your support in this transition.

Best regards,  
[Your Name]  
[Your Position]  
[Your Institution]