

Letter of Inquiry for Institutional Accreditation Renewal

Date: [Insert Date]

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

[Recipient Name]
[Recipient Position]
[Accrediting Body Name]
[Accrediting Body Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the process for renewing the accreditation of [Your Institution Name], which is currently set to expire on [Expiration Date]. We are eager to understand the necessary steps and requirements to ensure that we remain in good standing and continue to provide quality education to our students.

Please let us know any specific documentation needed, deadlines to be aware of, and whether there are any changes in policies or procedures since our last accreditation review.

Thank you for your time and assistance. We look forward to your guidance in this matter.

Sincerely,

[Your Name]
[Your Position]
[Your Institution]