

Request for Institutional Accreditation Renewal

[Your Name]

[Your Title]

[Your Institution]

[Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

[Accrediting Body Name]

[Accrediting Body Address]

[City, State, Zip Code]

Dear [Accrediting Body's Representative Name],

We are writing to formally request the renewal of our institutional accreditation. Our institution, [Institution Name], has been dedicated to maintaining high standards of education and continuous improvement in our programs and services.

Since our last accreditation, we have made significant strides in [briefly describe improvements, new programs, or initiatives]. We are committed to upholding the principles set forth by your organization and believe our efforts have further strengthened our educational offerings.

Attached are the necessary documents and evidence supporting our request. We would appreciate the opportunity to discuss this process and any further requirements needed to facilitate our accreditation renewal.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]