

[Your Name]

[Your Title]

[Your Institution]

[Address]

[City, State, Zip]

[Email]

[Phone Number]

[Date]

[Accrediting Body Name]

[Address]

[City, State, Zip]

Dear [Accrediting Body Contact/Committee Name],

Subject: Submission for Institutional Accreditation Renewal

I am writing on behalf of [Your Institution] to formally submit our application for the renewal of our institutional accreditation. We appreciate the continued support and guidance provided by [Accrediting Body Name] as we strive for excellence in higher education.

As part of our commitment to high educational standards, we have thoroughly reviewed our programs and made necessary improvements. Attached are the required documentation, including our self-study report, evidence of compliance with accreditation standards, and supporting materials.

We believe that our institution has made significant strides since our last accreditation review, and we look forward to your consideration of our application. We are excited about the opportunity to continue our partnership with [Accrediting Body Name] and uphold the standards of quality in education.

Thank you for your attention to this matter. Should you require any further information or documentation, please do not hesitate to contact me.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Name]

[Your Title]

[Your Institution]