

Academic Calendar Update

Date: [Insert Date]

Dear Administrative Staff,

We hope this message finds you well. We would like to inform you about important updates to the academic calendar for the upcoming semester.

Updated Important Dates:

- Start of Classes: [Insert Date]
- Midterm Examination Week: [Insert Dates]
- End of Classes: [Insert Date]
- Final Examination Week: [Insert Dates]

Please ensure that all relevant departments are notified of these changes and adjust your schedules accordingly.

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

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]

[Contact Information]