

Academic Review Notification

Date: [Insert Date]

Dear [Recipient's Name],

We are writing to inform you that your academic review for the [Program or Course Name] has been scheduled. The details of the review are as follows:

- **Date:** [Insert Date]
- **Time:** [Insert Time]
- **Location:** [Insert Location or Virtual Link]
- **Review Panel:** [Insert Names or Titles]

Please prepare the necessary documentation and be ready to discuss your progress and any relevant aspects of your studies. If you have any questions or need further assistance, do not hesitate to contact us.

Thank you for your attention to this matter. We look forward to your review.

Sincerely,

[Your Name]

[Your Title]

[Institution Name]

[Contact Information]