

# Update on Comprehensive Examination Procedures

Dear [Recipient's Name],

I hope this message finds you well. We are writing to provide you with the latest updates regarding the comprehensive examination procedures for [Program/Department Name].

## Important Dates

- Exam Date: [Insert Date]
- Preparation Workshops: [Insert Dates]
- Submission Deadline for Study Materials: [Insert Date]

## Format Changes

This year, we are implementing some changes to the exam format:

- Increased emphasis on [specific topics/skills]
- Introduction of [new format or components, e.g., oral exams, presentations]
- Time allocated for each section will now be [insert details]

## Resources Available

Please take advantage of the following resources to help you prepare:

- [Resource 1]
- [Resource 2]
- [Resource 3]

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

Best regards,

[Your Name]

[Your Title]

[Your Contact Information]