

Case Closure Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to inform you that your academic case regarding [insert brief description of the case] has been reviewed and is now officially closed.

After thorough consideration of all evidence and discussions that took place, our committee has reached a conclusion. [Insert summary of the decision or outcome].

If you have any further questions or require clarification regarding this decision, please feel free to reach out to us at [insert contact information].

Thank you for your cooperation throughout this process.

Sincerely,

[Your Name]

[Your Position]

[Institution Name]