

Academic Regulations Audit Notification

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Institution/Department Name]

[Address]

Dear [Recipient's Name],

Subject: Notification of Academic Regulations Audit

This letter serves to inform you that our office will be conducting an audit of the academic regulations as part of our ongoing efforts to ensure compliance and maintain the integrity of our educational programs. The audit is scheduled for [Insert Date].

During this audit, we will review the following:

- Compliance with established academic policies
- Implementation of curriculum standards
- Adherence to assessment protocols

We kindly request your cooperation and assistance throughout this process. Please prepare the necessary documents and be available for any discussions that may arise.

If you have any questions or require further information, feel free to contact my office at [Insert Phone Number] or [Insert Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Institution/Department Name]

[Contact Information]