

March 29, 2013

The Curriculum Review Committee of the Faculty of Education, Brock University

Dear Mr. [Name],

I am writing to you regarding the review of the [Course Name] course. The review process is ongoing, and we are currently in the final stages of the review. We have received your input, and we are grateful for your contribution. The review committee is currently reviewing the course content, and we will be making a final decision on the course in the near future. We will contact you again once a final decision has been reached.

We appreciate your patience and understanding during this process. If you have any questions or concerns, please do not hesitate to contact me. We will be happy to assist you in any way we can.

Thank you for your contribution to the review process. We look forward to your continued support and participation in the future.

Sincerely,
[Name]

Enclosed for you is a copy of the [Document Name]. Please review it carefully and let me know if you have any questions or concerns.

Thank you for your attention to this matter. We will be in touch again once a final decision has been reached.

Yours faithfully,
[Name]

cc: [Name]
[Name]