

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. We will be meeting with the committee on [Date] to discuss the findings of the review. We will contact you again once a final decision has been reached. Thank you for your patience and understanding.

Sincerely,  
[Name]

[Name]

Thank you for your input.

[Name]

[Name]

[Name]