

Dear,

Re: Validation/review of programme award and title

Further to the validation / review (insert programme award and title), which took place on the (insert date) I am pleased to advise that the panel will be recommending to the Quality and Standards Sub-committee that the programme be approved for a period of (insert number of years) years from 1 September (insert year) to 31 August (insert year).

Approval is subject to the fulfilment of the conditions outlined below by no later than (insert date conditions are due) and a satisfactory response to the panel’s recommendations.

The panel commended:

Conditions to be addressed:

Recommendations to be responded to and addressed in the annual programme review:

The panel approved report will be forwarded to you in due course. Meanwhile I shall be pleased to assist if you have any queries regarding the outcome of the validation/review.

Yours sincerely,