[DATE]

[RECEPIENT NAME]

[RECEPIENT TITLE]

[RECEPIENT COLLEGE]

Dear [RECEPIENT],

We have been informed that your department is developing a proposal for a [INSERT NEW DEGREE PROGRAM NAME] at Augusta University.

Please accept this as confirmation that our college/department will accept students who enroll in this program in the following courses [COURSE INFORMATION], when these courses are offered and when the students satisfy pre-requisites of these courses.

Add any additional information/restrictions.

Thank you.

[SENDER NAME]

[SENDER TITLE]