

Sample Accreditation Request Letter

Date

Dr. José Humberto Loría Arcila

General Director of the Consejo de Acreditación De la Enseñanza
de la Ingeniería A.C.

Present.

I hereby write to you in the most attentive way to request that you kindly enter the academic program (Name of the Program) of the (Name of the Institution), to the accreditation or reaccreditation process (Attach No. Accreditation Act).

I would like to inform you that the Head of the Course (Name) is responsible for this academic program, for which I am attaching his email so that the username and password to fill out the Self-Assessment are sent.

(Email)

Without further, receive a best regards.

Sincerely:

Name

Position

Institution