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Monday, 21st November 2011
11:58 AM PST

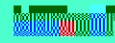
Dear Mr. [Name],
Thank you for your recent communication regarding the [Topic]. We have reviewed your request and are pleased to inform you that [Details].

We are currently processing your request and will provide you with a detailed response as soon as possible. If you have any questions in the meantime, please do not hesitate to contact us.

Sincerely,
[Name]

Enclosed please find the [Document/Information] you requested. We hope this information is helpful to you.

Thank you for your patience and understanding. We appreciate your interest in our organization and look forward to serving you in the future.



The Northwest Commission on Colleges and Universities