1 December 23

Dear *[insert EE name]*

**Re: External Examiner Annual Report**

**Course Title:**

**Academic year to which the report applies:**

**Any partner to which this report applies:**

Thank you very much for your External Examiner Annual Report for the above-mentioned course.

Your report plays a key role in allowing our team to make continuous improvements to our course management and development to ensure that we can deliver an excellent learning experience for our students. Likewise, your report is vital for ensuring that the University’s qualifications are of a suitable standard and that our students’ performance is judged appropriately and fairly.

I have consulted with my course team and am pleased to respond with the following.

*[Insert body of response]*

Once again, thank you for your comments.

Yours sincerely,