

Academic Rep Email templates



First contact email

Good morning/afternoon

My name is [name] and I am your academic representative for the year! The purpose of my role is to represent every student in our cohort by collecting feedback (whether positive or negative) and reporting it to staff in meetings.

Afterwards, I will let you know the outcomes of these discussions.

I can collect any feedback from the student body, but feedback related to modules is primarily what is most important to my role. Feedback can include teaching methods, lecture content, assessments, and deadlines.

I can also take feedback related to accessibility, student support, available resources, and timetables. In addition to these, I will be happy to receive any other feedback. I will be collecting feedback through [method], however, you are welcome to have a face-to-face conversation with me.

I look forward to communicating with you over the coming year.

Thank you very much,

[Your Name]

Feedback email

Good morning / afternoon,

I'm sending this email to collect your feedback for the departmental meeting that will be held soon on [date].

You can send me any feedback you have regarding modules or your academic experience in general.

Please reply to this email with your feedback or send the feedback to [email address].

I look forward to hearing from you!

Best regards,

Thank you very much,

[Your Name]