Dear

Subject and course title

(Insert name of institution) is offering the following course in an open environment [and as part of our institutional study materials accessed through a password protected network – *omit if appropriate*].

“Insert Name of Course”

Initially the study unit would be offered to all as a Massive Open Online Course (MOOC) through the FutureLearn platform. (FL URL)

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I look forward to hearing from you as soon as possible.

Many thanks for your support.

Yours sincerely

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