

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Policy Guidelines for [Course Title] on Udemy

I hope this letter finds you well. I am writing to outline the policies and guidelines for the [Course Title] that I will be offering on Udemy.

**\*\*Course Overview\*\***

- Description: [Briefly describe the course content and objectives.]
- Target Audience: [Specify the intended audience for the course.]

**\*\*Enrollment Policy\*\***

- Open Enrollment: [State the enrollment process and timelines.]
- Age Restrictions: [Mention any age restrictions or prerequisites.]

**\*\*Payment and Refund Policy\*\***

- Course Fee: [Indicate the course fee and payment options available.]
- Refund Policy: [Detail the conditions under which refunds will be provided.]

**\*\*Course Content and Access\*\***

- Duration of Access: [Clarify how long students will have access to the course materials.]

- Content Ownership: [Specify ownership rights regarding course materials.]

**\*\*Code of Conduct\*\***

- Acceptable Behavior: [Outline expected behavior during the course.]
- Reporting Violations: [Mention how participants can report inappropriate behavior.]

**\*\*Contact Information\*\***

For any inquiries, please feel free to reach out at [Email Address] or [Phone Number].

Thank you for your attention to these policies. I look forward to a successful collaboration on Udemy.

Sincerely,

[Your Name]  
[Your Title/Position]