

[Date]

[Student Name]  
[Student ID Number]  
[Course/Class Name]

**Subject: Notification of Class Representative Responsibilities**

Dear [Student Name],

Congratulations on your appointment as the Class Representative for [Class Name/Section] for the [Academic Year/Semester]. This role is vital in maintaining effective communication between the student body and the faculty.

As a Class Representative, your primary responsibilities include:

- **Communication:** Acting as the main point of contact between students and lecturers regarding coursework and schedules.
- **Feedback:** Gathering student concerns, suggestions, and feedback to present during departmental meetings.
- **Meetings:** Attending all scheduled Student Representative Council (SRC) or faculty committee meetings.
- **Information Sharing:** Ensuring all classmates are informed of official announcements, deadlines, and changes to the academic calendar.
- **Conflict Resolution:** Assisting in resolving minor disputes within the class or directing students to the appropriate support services.
- **Leadership:** Encouraging student participation in university events and academic initiatives.

Please acknowledge your acceptance of these duties by signing below and returning this letter to the [Department Office/Student Affairs Office] by [Date].

We look forward to working with you to enhance the academic experience for your peers.

Sincerely,

[Name of Coordinator/Dean]  
[Title/Position]  
[Department/Institution Name]

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**Acknowledgment:**

I, [Student Name], accept the responsibilities of Class Representative as outlined above.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_