Subject:

Scenario 2 — document ready for sign-off

Dear name

Your '2022 revision support for learners' document for [Level Subject] is now ready for sign-off and it's saved in the following document library on SharePoint: Add link

Please check the document for technical accuracy. If appropriate, we recommend you double check the following information against other published documents:

- names of documents
- titles of topics and/or areas
- names of question papers and sections within them
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Please confirm by email that you are happy to sign it off for publication.

Many thanks