Dr Joseph Crawford

Editor in Chief,   
*Journal of University Teaching and Learning Practice*

[Date]

Dear Dr Crawford,

[Add text]. Please see Table 1 for a individual responses to each reviewer and editor comment.

Sincerely,

**[Name]**  
Corresponding author

|  |  |
| --- | --- |
| **Comments from Editor** | **Our response and summary of changes** |
| [Example] ‘Please revise the method section to adequately capture sample description and context.’ | Thank you, we have now included a subsection on ‘Sample’ which includes the following text  “[COPY TEXT]” (page 7-8). |
|  |  |
| **Comments from Reviewer 1** | **Our response and summary of changes** |
|  |  |
| **Comments from Reviewer 2** | **Our response and summary of changes** |
|  |  |

**Table 1:**

*Statement of response to editor and reviewer comments*