

Appeal for Course Outline Modification

Date: [Insert Date]

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

[Recipient's Name]
[Department/Office Name]
[University/College Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for a modification to the course outline of [Course Name], which is currently being offered in the [Semester/Year]. I believe that certain changes could significantly enhance the learning experience for students.

Specifically, I would like to propose the following modifications:

- [Modification 1: Brief description]
- [Modification 2: Brief description]
- [Modification 3: Brief description]

I believe these changes will better align the course with current industry standards and provide students with a more comprehensive understanding of the subject matter.

I appreciate your consideration of my appeal and would be grateful for the opportunity to discuss this matter further. Thank you for your time and support.

Sincerely,

[Your Name]
[Your Student ID (if applicable)]