

# Course Innovation Request

**Date:** [Insert Date]

**To:** [Department Head's Name]

**Department:** [Department Name]

**From:** [Your Name]

**Course Title:** [Course Title]

**Course Code:** [Course Code]

Dear [Department Head's Name],

I am writing to request your approval for an innovative approach to the [Course Title] that I believe will enhance student engagement and learning outcomes. The purpose of this proposal is to [briefly explain the rationale and benefits of the innovation, e.g., incorporate technology, integrate a new teaching method, etc.].

Overview of Proposed Innovation:

- **Current Method:** [Brief description of current teaching method]
- **Proposed Innovation:** [Brief description of the new method]
- **Expected Outcomes:** [Expected benefits such as improved engagement, understanding, or grades]

I have conducted preliminary research and am confident that this approach will align with our department's goals of fostering a dynamic learning environment. I would greatly appreciate the opportunity to discuss this proposal further and explore any questions you may have.

Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]