

Letter of Submission for Course Syllabus

Date: [Insert Date]

To,
[Recipient's Name]
[Recipient's Title]
[Institution's Name]
[Institution's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to submit the syllabus for the new course titled "[Course Title]" which I propose to offer in the upcoming [Semester/Term]. This course aims to [briefly describe the purpose and goals of the course].

The syllabus includes the following key components:

- Course Objectives
- Required Texts and Materials
- Course Outline and Schedule
- Assessment Methods
- Grading Policy

I believe that this course will significantly benefit our students by [briefly explain how the course is beneficial]. I am eager to contribute to our educational offerings and help enhance our curriculum.

Please find the attached syllabus for your review. I am looking forward to your feedback and hope to discuss this proposal further.

Thank you for your consideration.

Sincerely,
[Your Name]
[Your Title]
[Your Department]
[Your Institution]
[Your Contact Information]