

Request for Syllabus

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a copy of the syllabus for the [specific course name] that I am enrolled in for the [specific term/semester]. Having access to the syllabus will greatly assist me in understanding the course structure and requirements.

Please let me know if there are any forms or procedures I should follow to receive the syllabus. I appreciate your assistance in this matter.

Thank you very much for your time and support.

Sincerely,

[Your Name]