

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of updating the reading list for [specific course or program name]. As we begin a new semester, I believe it would be beneficial to include some recent publications and resources that align with our curriculum goals.

Could you please let me know if there is a procedure in place for suggesting updates or if there are specific criteria we should consider? I would be happy to provide a list of potential titles for consideration.

Thank you for your attention to this matter. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]