

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Position]

[Institution/Company's Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to suggest some thematic additions to the reading list for [specific course, program, or event]. I believe these additions would greatly enhance the learning experience for the participants.

1. Theme: [Theme Title]

Suggested Readings: [Book Title] by [Author], [Book Title] by [Author]

2. Theme: [Theme Title]

Suggested Readings: [Book Title] by [Author], [Book Title] by [Author]

3. Theme: [Theme Title]

Suggested Readings: [Book Title] by [Author], [Book Title] by [Author]

Thank you for considering my suggestions. I am happy to discuss this further if you would like.

Sincerely,

[Your Name]