

Formal Request for Ethnic Studies Course Introduction

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Date]

[Recipient's Name]

[Recipient's Title]

[Institution Name]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the introduction of an Ethnic Studies course at [Institution Name]. As we strive for a comprehensive and inclusive curriculum, the addition of such a course would greatly benefit students by providing them with essential knowledge of diverse cultures, histories, and perspectives.

This course would not only enhance our educational offerings but also promote understanding and respect among students from various backgrounds. I believe that incorporating ethnic studies into our curriculum aligns with [Institution Name]'s commitment to diversity and inclusion.

I would appreciate the opportunity to discuss this proposal further and explore potential avenues for implementation. Thank you for considering this important addition to our academic programs.

Sincerely,

[Your Name]

[Your Student ID or Title, if applicable]