

# Notification of Educational Course Issue

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Institution's Name]

Subject: Notification Regarding Course Issue in [Course Name]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you about an issue concerning the educational course titled [**Course Name**].

[Briefly describe the issue, e.g., scheduling conflicts, content updates, etc. Provide any necessary details that are relevant to the recipient.]

We apologize for any inconvenience this may cause and are actively working to resolve the matter. We will keep you updated on any progress and further notifications regarding this issue.

Should you have any questions or require assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Institution's Name]

[Contact Information]