

# Online Course Creation Proposal

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Proposal for Online Course Development

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose the development of an online course titled "[Course Title]." This course aims to [briefly describe the purpose of the course and target audience].

## Course Overview

The proposed course will cover the following topics:

- [Topic 1]
- [Topic 2]
- [Topic 3]
- [Additional Topics]

## Goals and Objectives

The primary goals of this course are to:

1. [Goal 1]
2. [Goal 2]
3. [Goal 3]

## Course Format and Delivery

The course will be delivered through [platform/medium], and will include [describe the format, e.g., videos, quizzes, live sessions, etc.].

## Budget and Timeline

The estimated budget for the course development is [insert budget]. I anticipate that the course can be completed in approximately [insert timeline].

I believe this online course will provide [mention the benefits or value] and will be a valuable addition to our offerings. I look forward to your feedback and am happy to discuss this proposal in more detail.

Thank you for considering this proposal.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]