

# Learning Module Adjustment Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Adjustment of Learning Module

Dear [Recipient's Name],

We hope this message finds you well. We would like to inform you that there have been adjustments made to the learning module for [Course/Program Name]. These changes are aimed at enhancing the learning experience and ensuring better alignment with the learning outcomes.

The key adjustments include:

- Modification of assessment criteria
- Updated readings and resources
- Revised timelines for assignments

Please review the attached document for detailed information regarding these changes. We appreciate your understanding and flexibility as we implement these adjustments.

If you have any questions or concerns, feel free to reach out to us at [Your Contact Information].

Thank you for your attention.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]