

Letter of Syllabus Revision Notification

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about upcoming revisions to the syllabus for [Course Name] for the [Semester/Year]. After careful consideration and feedback from students and faculty, we have decided to make the following changes:

- Updated reading materials to include recent publications.
- Revised assessment methods to enhance student engagement.
- Adjusted course schedule for better alignment with learning outcomes.

The revised syllabus will be made available on [Platform/Website] by [Date]. We encourage you to review the changes and provide any feedback you may have.

Thank you for your attention to this matter. Should you have any questions or concerns, please feel free to reach out.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]