

Course Framework Update Notification

Dear [Recipient's Name],

We are writing to inform you about an important update to our course framework that affects [Course Name]. The update will take effect on [Effective Date].

The key changes include:

- [Change 1]
- [Change 2]
- [Change 3]

Please review the updated materials and reach out if you have any questions or concerns.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]