

Course Outline Adjustment Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Adjustment to Course Outline for [Course Name]

Dear [Recipient's Name],

We would like to inform you of an adjustment to the course outline for [Course Name]. After careful consideration, we have made some changes to enhance the learning experience and better align with instructional goals.

Changes to the Course Outline:

- [Adjustment 1: Description]
- [Adjustment 2: Description]
- [Adjustment 3: Description]

We believe these adjustments will provide a more comprehensive understanding of the subject matter. Please feel free to reach out if you have any questions or concerns regarding these changes.

Thank you for your understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]