

# Instructional Syllabus Change Notice

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notice of Change in Instructional Syllabus

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of a change in the instructional syllabus for the [Course Name, Course Code] effective [Effective Date]. After careful consideration, we have modified certain aspects of the course to enhance the learning experience and better align with our educational goals.

## Changes Overview:

- **Topic 1:** [Brief description of the change]
- **Topic 2:** [Brief description of the change]
- **New Assessment Methods:** [Brief description of changes]

Please review the updated syllabus attached to this notice. Your understanding and cooperation are greatly appreciated as we implement these changes.

If you have any questions or concerns, feel free to reach out to me at [Your Email] or [Your Phone Number].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Institution]