

# Syllabus Revision Notification

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you that a revision of the syllabus for [Course Name] has been initiated. This decision comes as part of our commitment to provide the most current and relevant educational materials to our students.

The revised syllabus will be available for review starting [Date]. We encourage you to review the changes and provide any feedback by [Feedback Deadline]. Your input is valuable to us as we strive to enhance the learning experience.

Please find the highlights of the syllabus changes below:

- Updated topics and readings
- Revised assessment criteria
- New deadlines for assignments

Thank you for your attention to this matter. Should you have any questions or need further clarification, please do not hesitate to reach out.

Sincerely,  
[Your Name]  
[Your Position]  
[Your Institution]