

Letter of Suggestion for Engaging an Academic Facilitator

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to suggest the possibility of engaging an academic facilitator to enhance our educational initiatives within [specific program or department]. After careful consideration and observation of our current teaching methods, I believe that an experienced facilitator could greatly benefit our team and students.

An academic facilitator can provide valuable insights, promote interactive learning, and assist in bridging gaps in our current curriculum. Their expertise can help us to effectively implement innovative teaching strategies and improve student engagement.

I would recommend considering [Name of the Facilitator], who has a proven track record in [specific area of expertise]. Their experience with [mention any relevant program or achievement] makes them an ideal candidate for our needs.

I would be happy to discuss this suggestion further and explore possible next steps. Thank you for considering this opportunity to enrich our academic environment.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]