

# Curriculum Transition Information

Date: [Insert Date]

To: Enrollment Office

Dear [Enrollment Officer's Name],

I hope this message finds you well. We are writing to inform you about the upcoming curriculum transition for the [specific program or department name] that will take effect in the [semester/year]. This transition is designed to enhance the educational experience and better prepare our students for their future careers.

Key details of the transition are as follows:

- New course offerings: [List new courses]
- Changes to existing courses: [Describe changes]
- Impact on current students: [Explain how it affects them]
- Timeline for implementation: [Insert timeline]

We kindly request your assistance in updating the enrollment records and advising current and prospective students about these changes. Should you have any questions or need further information, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your Contact Information]