

Letter Template for Academic Curriculum Enhancement

Date: _____

To: [Recipient's Name]

[Recipient's Position]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to propose an enhancement to our academic curriculum that aims to [briefly state the purpose of the enhancement, e.g., "improve student engagement and learning outcomes in our department"].

1. Background

[Provide a brief overview of the current curriculum and its challenges. Explain why there is a need for enhancement.]

2. Proposed Enhancements

[Outline the specific changes you proposed to the curriculum, including new courses, teaching methods, or assessment strategies.]

3. Benefits

[List the anticipated benefits of the proposed enhancements for students, faculty, and the institution.]

4. Implementation Plan

[Provide a brief outline of the steps needed to implement the proposed changes, including timelines and responsible parties.]

5. Conclusion

I believe that these enhancements will significantly contribute to the academic success of our students. I look forward to discussing this proposal with you further.

Thank you for considering this enhancement to our curriculum.

Sincerely,

[Your Name]

[Your Position]

[Department]

[Contact Information]