

Notification of Instructional Design Changes

Date: [Insert Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of some changes we are implementing in our instructional design approach for the [Course/Program Name]. These modifications aim to enhance the learning experience and improve educational outcomes for all participants.

Overview of Changes

- **Change 1:** [Description of Change 1]
- **Change 2:** [Description of Change 2]
- **Change 3:** [Description of Change 3]

We believe these adjustments will offer [insert intended benefits, e.g., a more engaging learning experience, improved interactivity, better assessment methods, etc.].

Please feel free to reach out if you have any questions or require further clarification on these changes. Your feedback is greatly appreciated as we strive to continually improve our instructional practices.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Institution]
[Contact Information]