

# Letter of Proposed Curriculum Adjustments

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Institution: [Recipient's Institution]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose some adjustments to our current curriculum for the [specific course or program name]. After careful consideration and feedback from both students and faculty, I believe these changes could enhance the learning experience and better align with our educational objectives.

## Proposed Adjustments

- **Adjustment 1:** [Describe the first proposed adjustment]
- **Adjustment 2:** [Describe the second proposed adjustment]
- **Adjustment 3:** [Describe the third proposed adjustment]

These suggestions are aimed at addressing [specific issues or challenges], and I am confident that they will lead to improved outcomes for our students.

I would appreciate the opportunity to discuss these proposed adjustments further. Please let me know a convenient time for us to meet or if you require any additional information.

Thank you for considering these proposals. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]

[Your Contact Information]