

Proposal for Syllabus Modification

Date: [Insert Date]

To: [Instructor/Department Head's Name]

From: [Your Name]

Subject: Proposal for Modification of Syllabus for [Course Name]

Dear [Instructor/Department Head's Name],

I hope this message finds you well. I am writing to propose modifications to the syllabus for the course [Course Name] for the [Term/Year]. After reviewing the current syllabus and considering feedback from students and peers, I believe that the following changes would enhance the learning experience:

Proposed Modifications:

- **Change in Readings:** Recommend replacing [Old Reading] with [New Reading] to provide updated perspectives.
- **Revised Assignment Due Dates:** Suggest moving the deadlines for [Assignments/Projects] to [New Dates] to allow for better pacing.
- **Introduction of New Topics:** Propose including [New Topics] to align with current trends and student interests.

Rationale:

The modifications suggested are aimed at improving student engagement and ensuring that the course material remains relevant and impactful. [Brief explanation of the rationale behind each modification].

Thank you for considering this proposal. I am eager to discuss this further and look forward to your feedback.

Sincerely,

[Your Name]

[Your Position/Role]

[Your Contact Information]