

Major Requirement Outline

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Major Requirement Outline for [Your Major]

Dear [Recipient Name],

I hope this letter finds you well. Below is the outline of the major requirements necessary for completing the [Your Major] program at [University Name]:

1. Core Courses

- [Course Code] - [Course Name]
- [Course Code] - [Course Name]
- [Course Code] - [Course Name]

2. Elective Courses

- [Course Code] - [Course Name]
- [Course Code] - [Course Name]

3. Capstone Project

[Brief description of the project and requirements]

4. Internship Requirement

[Details about required internship]

Thank you for your attention to this matter. Please feel free to reach out if you have any questions or need further information.

Sincerely,

[Your Name]

[Your Contact Information]