

# Course Syllabus Dissemination

Dear [Department Name] Faculty,

I hope this message finds you well. We are preparing for the upcoming academic term and would like to ensure all course syllabi are updated and disseminated appropriately.

Please find attached the syllabus template for your courses. We kindly request that you review and complete the syllabus for each course you will be teaching in the upcoming term. It is important to include the following details:

- Course title and code
- Instructor information
- Course objectives
- Grading criteria
- Reading materials
- Course schedule

All completed syllabi should be submitted to the department office by [submission deadline]. This will allow us to compile and distribute them to students before the semester begins.

Thank you for your attention to this important matter. If you have any questions or need assistance, please do not hesitate to reach out.

Best regards,

[Your Name]  
[Your Position]  
[Department Name]  
[University Name]