

Notice of Academic Program Restructuring

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Restructuring of [Program Name]

Dear [Recipient's Name],

We hope this message finds you well. We are writing to inform you of important changes regarding the [Program Name] that will be implemented starting [Effective Date]. This restructuring aims to enhance the quality of education and better align our curriculum with current industry standards.

The key changes include:

- Modification of course offerings
- New program requirements
- Redesign of the capstone project

We believe these changes will provide a more relevant and rigorous academic experience for our students. We encourage you to reach out with any questions or concerns you may have about this transition.

Thank you for your continued support and understanding.

Sincerely,

[Your Name]

[Your Position]

[Department Name]

[Institution Name]

[Contact Information]