

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you about some adjustments we are making to the curriculum for [specific program or course name].

The changes are intended to enhance the learning experience and ensure that our program remains relevant and rigorous. The key adjustments include:

- [Adjustment 1: Description]
- [Adjustment 2: Description]
- [Adjustment 3: Description]

We believe these changes will better prepare our students for [specific goals or outcomes]. If you have any questions or comments about these adjustments, please feel free to reach out to me directly.

Thank you for your understanding and support.

Sincerely,

[Your Name]
[Your Position]
[Your Institution]