

Undergraduate Program Change Notification

Date: [Insert Date]

To: [Student's Name]

From: [Department Name]

Subject: Notification of Change in Undergraduate Program

Dear [Student's Name],

We are writing to inform you of an important update regarding your undergraduate program. After careful consideration and consultation, we have made changes to the curriculum structure of your program in order to enhance your educational experience.

Effective [Insert Date], the following changes will be implemented:

- [Detail 1 of the change]
- [Detail 2 of the change]
- [Detail 3 of the change]

We believe that these changes will provide you with more opportunities for growth and learning. For any questions or concerns regarding this change, please do not hesitate to reach out to your academic advisor, [Advisor's Name], at [Advisor's Email].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Department Name]

[University Name]