

Curriculum Development Proposal Submission

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Institution]
[Institution Address]
[City, State, Zip Code]

[Recipient Name]
[Recipient Title]
[Recipient Institution]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally submit a proposal for the development of a new curriculum focused on [Briefly describe the focus of the curriculum]. This initiative aims to enhance our educational offerings and address the needs of our students in [Specify the context, e.g., "today's rapidly evolving job market"].

The proposed curriculum includes [Brief overview of curriculum elements, e.g., courses, learning outcomes, assessments, etc.]. We believe this curriculum will provide valuable skills and knowledge to our students.

Attached to this letter, you will find a detailed proposal document outlining the curriculum framework, implementation plan, and projected outcomes. I look forward to discussing this proposal with you and welcome any feedback you may have.

Thank you for considering this important initiative.

Sincerely,
[Your Name]
[Your Phone Number]
[Your Email Address]