

Curriculum Proposal for Board Approval

Date: [Insert Date]

To: [Board Member Names]

From: [Your Name]

[Your Title/Position]

[Your Institution/Organization]

Dear [Board Members/Specific Name],

I am writing to present a proposal for the development of a new curriculum program titled "[Program Title]" for your review and approval. This curriculum aims to [briefly outline the purpose and goals of the program].

The following key points summarize the proposed curriculum:

- **Target Audience:** [Describe target students/participants]
- **Program Objectives:** [List objectives]
- **Implementation Timeline:** [Outline timeline]
- **Budget Overview:** [Include a brief budget outline and funding sources]

We believe that this curriculum will [highlight the benefits and significance]. Enclosed are detailed documents supporting our proposal, including a comprehensive plan and anticipated outcomes.

We appreciate the opportunity to discuss this proposal further and are looking forward to your feedback. Please let us know a convenient time for you to meet or if you require any additional information.

Thank you for considering the implementation of this important initiative.

Sincerely,

[Your Name]

[Your Contact Information]