

Curriculum Proposal for Departmental Endorsement

Date: [Insert Date]

To: [Department Head's Name]

Department: [Department Name]

From: [Your Name]

Position: [Your Position]

Subject: Proposal for New Curriculum [Curriculum Name]

Dear [Department Head's Name],

I hope this message finds you well. I am writing to propose the introduction of a new curriculum titled "[Curriculum Name]" aimed at [briefly describe the purpose and target audience of the curriculum].

This curriculum is designed to [describe the main objectives and benefits]. I believe that it aligns well with our department's goals and will enhance the learning experience of our students.

Key Highlights of the Proposed Curriculum:

- [Highlight 1]
- [Highlight 2]
- [Highlight 3]

I have attached a detailed curriculum proposal document for your review. I would appreciate the opportunity to discuss this proposal in further detail and would be happy to present it during our next departmental meeting.

Thank you for considering this proposal. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]