

# Curriculum Proposal for Committee Consideration

Date: [Insert Date]

To: [Committee Chair's Name]

Faculty Committee

[Institution Name]

[Institution Address]

Dear [Committee Chair's Name],

I hope this message finds you well. I am writing to formally propose a new curriculum initiative titled "[Title of the Curriculum Proposal]". This proposal is aimed at [briefly explain the purpose and objectives of the curriculum].

The proposed curriculum covers the following key components:

- [Component 1]
- [Component 2]
- [Component 3]
- [Component 4]

The implementation of this curriculum is expected to [discuss the expected outcome and benefits].

Enclosed with this letter, you will find a detailed proposal document that outlines the curriculum, the rationale behind it, and assessment strategies.

I respectfully request the committee's consideration of this proposal during the upcoming meeting scheduled for [insert date of the meeting]. I am happy to provide further details or answer any questions that may arise.

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

Sincerely,

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]