

# Course Outline Adjustment Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Adjustment to Course Outline for [Course Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inform you of an adjustment to the course outline for [Course Name], scheduled for [Semester/Term]. After careful consideration and feedback from students and faculty, we believe these changes will enhance the learning experience.

The following adjustments have been made:

- Modification of Topic 1 from [Old Topic] to [New Topic]
- Added additional resources for [Specific Topic]
- Rescheduled the mid-term exam from [Old Date] to [New Date]

Please find the updated course outline attached for your reference. I appreciate your understanding and support regarding these changes.

If you have any questions or need further information, please feel free to reach out.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]