

Letter of Learning Objectives Revision

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Revision of Learning Objectives

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a revision of the learning objectives for the [specific course or program name]. After reviewing the current objectives, I believe certain adjustments can enhance our educational outcomes and align better with industry standards.

Below are the proposed revisions for your consideration:

- Objective 1: [Revised Objective 1]
- Objective 2: [Revised Objective 2]
- Objective 3: [Revised Objective 3]

These changes aim to ensure that our students are equipped with the necessary skills and knowledge to thrive in [specific field or industry]. I am eager to discuss these revisions further and explore how we can implement them effectively.

Thank you for considering these proposals. I look forward to your feedback.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]