

Curriculum Change Notification

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Notification of Curriculum Change

Dear [Recipient's Name],

We are writing to inform you about an upcoming change to the curriculum for [Insert Course/Program Name] that will take effect starting [Insert Effective Date].

The key changes are as follows:

- [Change 1: Description]
- [Change 2: Description]
- [Change 3: Description]

We believe that these changes will [insert reasons for the changes and expected outcomes]. If you have any questions or concerns regarding this change, please feel free to contact us at [Insert Contact Information].

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]