

Letter of Inquiry Regarding Program Curriculum Changes

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution Name]

[Institution Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about recent changes to the curriculum of the [specific program or department]. As a [student, faculty member, or other relevant title], I have several questions regarding these modifications:

1. What specific changes have been made to the curriculum?
2. What factors motivated these changes?
3. How will these changes benefit students in our program?
4. When will these changes take effect?
5. Will there be any information sessions or materials provided to help us understand these updates?

Thank you for addressing these concerns. I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]