

Curriculum Innovation Request

Date: [Insert Date]

To: [Recipient Name]

Title: [Recipient Title]

Organization: [Recipient Organization]

Address: [Recipient Address]

Dear [Recipient Name],

I am writing to formally request the consideration and approval of a curriculum innovation initiative aimed at enhancing [specific curriculum area or subject]. Given the evolving educational landscape and the diverse needs of our students, I believe that this innovation will significantly enrich their learning experiences and outcomes.

The proposed innovation includes [briefly describe the innovation, e.g., the integration of technology, introduction of new teaching methods, etc.]. Our goal is to [explain the objectives of the innovation, such as improving engagement, fostering critical thinking, etc.].

I have conducted preliminary research and gathered feedback from [mention any stakeholders involved, e.g., teachers, students, parents] that suggest a high level of interest and support for this initiative.

I would greatly appreciate the opportunity to discuss this proposal in more detail and explore how we can work together to implement this curriculum innovation effectively. Thank you for considering this request. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]