

Proposed Course: Introduction to Artificial Intelligence

Date: [Insert Date]

To: [Department Head's Name]

[Department Name]

[University Name]

[University Address]

Dear [Department Head's Name],

I hope this message finds you well. I am writing to propose a new course that could significantly enhance our academic offerings: **Introduction to Artificial Intelligence (AI)**. As AI continues to transform various industries, it is crucial for our students to gain a foundational understanding of this technology.

The proposed course will cover essential topics such as:

- The history and evolution of AI
- Basic AI concepts and terminology
- Machine learning algorithms
- Ethics and the impact of AI on society
- Hands-on projects utilizing AI tools and frameworks

By incorporating this course into our curriculum, we will equip our students with the knowledge and skills to thrive in a rapidly evolving job market. I believe this course aligns well with our department's mission to foster innovative learning and prepare students for future challenges.

I would appreciate the opportunity to discuss this proposal further and explore how we can integrate it into our program. Thank you for considering this suggestion.

Best regards,

[Your Name]

[Your Position]

[Your Contact Information]