

# New Course Proposal

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Department/College Name]

[University Name]

Dear [Recipient's Name],

I am writing to propose a new undergraduate course titled "[Course Title]" to be offered in the [Department Name]. The course aims to [brief description of the course objectives and importance].

## Course Description:

[Provide a detailed description of the course content, target audience, and prerequisites, if any.]

## Learning Outcomes:

Upon completion of this course, students will be able to [list the expected learning outcomes].

## Proposed Syllabus:

[Outline the main topics/units to be covered in the course, along with a tentative schedule.]

## Justification for the Course:

[Explain the relevance of the course to the current curriculum and its need for students in the program.]

Thank you for considering this proposal. I look forward to your feedback and hope to discuss this course further.

Sincerely,

[Your Name]

[Your Title]

[Your Department]

[Your University]

[Your Contact Information]