

# Request for Curriculum Review Meeting

From: [Your Name]

[Your Position]

[Your Institution]

Email: [Your Email]

Date: [Current Date]

To: [Recipient's Name]

[Recipient's Position]

[Recipient's Institution]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a meeting to discuss the review of our current curriculum.

Given the recent developments and feedback from both students and faculty, I believe it is crucial for us to revisit our course structure to ensure it meets the evolving educational standards and student needs.

I propose that we schedule this meeting at your earliest convenience to allow us to collaboratively assess and enhance our curriculum framework. Please let me know your available times, and I will do my best to accommodate.

Thank you for considering this request. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]