

Letter of Suggestion for Workload Assessment

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Institution: [Recipient's Institution]

Subject: Suggestion for Workload Assessment in Courses

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a review of the workload associated with our current course offerings. As educators, it is imperative that we ensure our students are neither overwhelmed nor under-challenged by the course expectations.

In order to enhance student learning and course effectiveness, I suggest conducting a comprehensive assessment of the workload across all courses. This could include:

- Evaluating the number of assignments and projects
- Assessing the complexity of reading materials
- Soliciting feedback from students regarding their workload experiences

Implementing such an assessment could lead to improved academic performance, greater student satisfaction, and a healthier educational environment overall.

Thank you for considering this suggestion. I would be happy to discuss this further at your convenience.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]

[Your Contact Information]