

Date: [Insert Date]

[Recipient's Name]

[Recipient's Title]

[Institution/Organization Name]

[Address Line 1]

[Address Line 2]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an expansion of the reading selections available in our curriculum.

As a [your position or role, e.g., teacher, student, parent], I have observed that incorporating a broader range of reading materials can significantly enhance the learning experience, foster critical thinking, and engage students of diverse backgrounds.

I believe that adding selections from various genres, authors, and cultures will not only enrich our curriculum but also promote a more inclusive environment. Specifically, I would like to suggest the following titles:

- [Title 1] by [Author]
- [Title 2] by [Author]
- [Title 3] by [Author]

Thank you for considering my request. I am looking forward to your positive response and am eager to discuss this further.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]