

Your Name
Your Address
City, State, Zip Code
Email Address
Phone Number
Date

Recipient's Name
Recipient's Title
School Name
School Address
City, State, Zip Code

Dear [Recipient's Name],

I am writing to formally express my concern regarding the recent changes made to the curriculum at [School/Institution Name]. As a [parent/student/educator], I believe these alterations may have a significant negative impact on the quality of education provided.

Specifically, I am troubled by [describe the specific changes and your concerns, e.g., reduction of essential subjects, changes in teaching methodology, etc.]. These modifications could potentially affect [mention any relevant impacts, such as student outcomes, preparedness for higher education, etc.].

I kindly request a review of these changes and an opportunity to discuss my concerns further. I believe it is vital to involve the community in decisions that directly affect our children's education and future.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]