

CHANGING COURSES

11/11/11

January 23, 2011

TCO

Dear Professor [Name], I hope you are well. I am writing to you regarding the [Topic]...

Recommendation for a new or revised Cross-Cultural Studies program at the [Institution]

The [Institution] has a long history of providing a high quality education to its students. One of the ways in which we have done this is by offering a variety of programs that meet the needs of our students...

I am writing to you regarding the [Topic]...

Sincerely,

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