TO

**[Receiver Name]**

**[Receiver Title]**

**ADDRESS: [Receiver Address]**

**EMAIL:** **[Email Address]**

**PHONE: [Home Phone]**

FROM

**[Sender Name]**

**[Sender Title]**

**Sub:** Letter to Editor Regarding Improper Curriculum

Respected Sir/Madam **[Name]**,

I live in Mumbai and attend **[university name]** university.

. I would want to highlight a few issues that students at our university confront.

There is a lack of clarity surrounding our curriculum, which has resulted in regular disagreements between students and faculty in recent months. Students are not notified of important dates, which adds to their stress. As a result, we students are having a difficult time taking exams.

It would be fantastic if you addressed this issue in one of your columns in order to improve staff and department efficiency. It would also benefit future students who wish to study at XYZ university.

Sincerely,

**[Name]**

**[Phone number]**