From,

The Dean

To,

The student union,

Yate University

Dear students,

This letter has been drafted on the behalf of the entire management of the Yate University. The university is contemplating of bringing in some changes in the academic curriculum from the next academic year. The changes are applicable for all the aspect of studying in this university. The university management has always garnered the view of making students an integral part of the reforms, since the reforms are made for the sake of betterment of their future

And hence this letter is intended to invite the recommendations regarding the domain of changes which they would like to see in next academic year. Feel free to complaint about pestering features and even to suggest innovative reforms. The university management is hoping for a favourable response for the changes which were implemented recently and if some of the changes have not fulfilled their purpose, then the action to negate them can also be taken.

Yours faithfully,

The Dean