[Official College Letterhead Required]

California Department of Real Estate
Licensing Division

Attn: Manager, Education & Research Section
1651 Exposition Blvd.

Sacramento, CA 95815

noreplyeducation@dre.ca.gov

[Date]

To whom it may concern:

The real estate faculty and administrators at [College Name] are requesting approval of the following accredited real estate courses in compliance with updated real estate course requirements outlined in SB 1495.

* [Course number and title]

Please find the attached [Syllabus or Course Outline of Record] documents to reflect the accurate course content. The course content for the attached courses meets the statutory education requirements updated in SB 1495 as of [date or semester].

Sincerely,

[Requestor Name – can be real estate faculty chair, dean, or program administrator]

[Responsible Administrator Name]

[College Mailing address Information]

[Contact Email]

[Contact phone]