Your School or University

**To:** Your Instructor Name Goes Here

**From:** Your Name Goes Here, Student Assistant in Admissions Office

**Subject:** The Changing Student Population

**Date:** December 4, 2006

Over the past four years we have seen a dramatic increase in enrollment in distance (online) learning courses, a less dramatic increase in enrollment in evening courses, and steady enrollment in daytime courses. There is data to suggest that an interest in lifelong learning and the use of the Internet as a popular delivery format are the two primary factors contributing to these changes in the student population. As a result of a recent student survey, we believe this to be a trend that will continue in the near future.