

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Recipient Company/Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request your approval for a proposed change to our [specific policy name, e.g., "Remote Work Policy"]. After careful consideration and analysis of our current practices, I believe that implementing this policy change will significantly enhance [reason for change, e.g., "employee productivity and morale"].

The key modifications suggested in the policy are as follows:

1. [Detail of the first proposed change]
2. [Detail of the second proposed change]
3. [Detail of the third proposed change]

I have attached a detailed document outlining the rationale behind these changes, expected outcomes, and any potential impacts on our operations. I believe that this adjustment aligns with our organizational goals and supports our commitment to [company objective, e.g., "employee well-being and efficiency"].

Please let me know a convenient time for us to discuss this further. I appreciate your consideration and support in advancing this important initiative.

Thank you for your attention to this matter. I look forward to your positive response.

Best regards,

[Your Name]
[Your Position]
[Your Company/Organization]