

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Recipient Organization]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Proposal for Policy Change

I hope this letter finds you well. I am writing to propose a change to [specific policy name or description] that is currently in effect within [organization or context].

1. ****Background****:

[Briefly describe the current policy and its objectives.]

2. ****Rationale for Change****:

[Explain why the change is necessary, citing data, events, or feedback that support your proposal.]

3. ****Proposed Changes****:

[Outline the specific changes you are proposing, including any new procedures or policies.]

4. ****Potential Benefits****:

[Discuss the anticipated positive outcomes from the proposed changes for the organization and stakeholders.]

5. ****Implementation Plan****:

[Provide an overview of how you envision the transition to the new policy occurring and any support needed.]

6. ****Conclusion****:

[Thank the recipient for considering your proposal and express your desire to discuss it further.]

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Title]