

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company/Organization Name]  
[Company Address]  
[City, State, ZIP Code]  
Subject: Request for Policy Change

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a review and potential change to the current policy regarding [specific policy or procedure].

[Briefly explain the existing policy and why it may be inadequate or need revision, including any relevant details or examples.]

I believe that [provide your reasoning for the change, including benefits and potential positive impacts].

I appreciate your time and consideration of my request. I am more than willing to discuss this matter further and assist in any way possible to facilitate the review process.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]

[Your Position, if applicable]