

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

Dear [Recipient Name],

Subject: Proposal for Policy Change

I hope this message finds you well. I am writing to formally propose a change to our current [specific policy name] in order to [briefly state the reason for the proposed change].

As you are aware, [mention the current policy and its implications].

However, I believe that updating this policy to [describe the proposed changes] will lead to [mention the benefits of the proposed change].

I suggest we review the following key areas:

1. [Key Area 1]
2. [Key Area 2]
3. [Key Area 3]

I would appreciate the opportunity to discuss this proposal further and gather feedback from all stakeholders involved. Please let me know a convenient time for us to meet and review this important matter in detail.

Thank you for considering this proposal. I look forward to your response.

Sincerely,

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