

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

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

Dear [Recipient Name],

Subject: Request for Policy Change

I hope this letter finds you well. I am writing to formally request a review and modification of the [specific policy name] currently in effect at [organization or institution name].

[Briefly explain the current policy and its impact. Highlight any issues, concerns, or challenges that have arisen as a result of this policy.]

In light of these challenges, I propose the following changes:

1. [Proposed change 1]
2. [Proposed change 2]
3. [Proposed change 3]

I believe these modifications will enhance [mention the benefits of the proposed changes, such as efficiency, fairness, compliance, etc.].

Thank you for considering this request. I welcome the opportunity to discuss this matter further and collaborate on finding a solution beneficial to all stakeholders.

Sincerely,

[Your Name]

[Your Job Title/Position] (if applicable)

[Your Organization/Company Name] (if applicable)