

[Your Name]
[Your Title]
[Your Company]
[Date]
[Recipient's Name]
Vice President of Operations
[Company Name]
[Company Address]

Dear [Recipient's Name],

Subject: Policy Change Notification

I hope this message finds you well. I am writing to formally notify you of a proposed change to our operational policies that I believe will enhance our effectiveness and align with our strategic goals.

The specific policy I am addressing is [Policy Name/Section]. The proposed changes include:

1. [Brief Description of Change 1]
2. [Brief Description of Change 2]
3. [Any Additional Changes]

These changes aim to [state the objective or benefit of the changes]. I believe that with your support, we can implement these modifications smoothly and effectively.

I would like to schedule a meeting to discuss this proposal further and hear your thoughts on the matter. Please let me know your availability in the coming days.

Thank you for your attention to this important issue. I look forward to your feedback.

Sincerely,

[Your Name]
[Your Title]
[Your Contact Information]