

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

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

Dear [Recipient's Name],

Subject: Request for Policy Change

I hope this letter finds you well. I am writing to formally request a change in [specific policy name or description], which I believe could significantly benefit [describe the affected group/individuals or the organization].

The existing policy [briefly describe the current policy and its implications]. I have observed [detail any specific issues, concerns, or negative impacts caused by the current policy].

To address these concerns, I propose the following changes:

1. [Proposed change #1 and brief justification]
2. [Proposed change #2 and brief justification]
3. [Proposed change #3 and brief justification]

I believe these changes will [describe potential benefits, improvements, or positive outcomes]. Furthermore, [mention any supporting data, examples, or testimonials that back your request].

I appreciate your attention to this matter and hope to discuss it further at your convenience. Thank you for considering this request.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Affiliation, if applicable]