

[Your Name]
[Your Title]
[Your Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Review of Zero Tolerance Policy

I hope this letter finds you well. As part of our commitment to maintaining a safe and respectful environment for all employees and stakeholders, we are conducting a review of our Zero Tolerance Policy. This policy has been instrumental in promoting a culture free from harassment, discrimination, and violence. However, we recognize the importance of regularly assessing its effectiveness and relevance in our current organizational climate.

We invite you to participate in this review process by providing your insights and feedback. Specifically, we would appreciate your thoughts on the following topics:

1. Clarity and understanding of the policy among staff
2. Awareness of reporting procedures and support available
3. Effectiveness in addressing incidents and enforcing consequences
4. Any suggestions for improvement or additional resources

Please submit your feedback by [deadline date] to ensure it is considered in this review. We value your input and believe it is crucial in refining our approach to maintaining a respectful workplace.

Thank you for your attention to this important matter. We look forward to your contributions.

Sincerely,

[Your Name]
[Your Title]
[Your Organization]