

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

[Recipient Name]
[Recipient Title]
[Organization/Company Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Proposal for Policy Change

I hope this letter finds you well. I am writing to propose a change in [specific policy or area of concern] due to [briefly explain the reason for the change].

Currently, the policy regarding [current policy details] has resulted in [mention any issues or challenges caused by the current policy]. I believe that adjusting this policy could significantly benefit [mention who would benefit from the change].

I propose the following changes:

1. [Proposed change 1] - [description of the change and its benefits]
2. [Proposed change 2] - [description of the change and its benefits]
3. [Proposed change 3] - [description of the change and its benefits]

I would appreciate the opportunity to discuss this proposal further and explore how we can implement these changes effectively. Thank you for considering this important matter.

Sincerely,

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