

Proposal for University Policy Amendment

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Department: [Recipient's Department]

University: [University Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose an amendment to the current university policy regarding [briefly describe the policy in question, e.g., "grading procedures for online courses"]. This amendment aims to [state the purpose or goal of the amendment].

After thorough research and consideration, I believe that the proposed changes would significantly benefit our university community by [list key benefits of the proposed amendment].

Proposed Amendment:

[Clearly outline the proposed changes to the policy, including specific sections, if applicable.]

I would appreciate the opportunity to discuss this proposal further and would be happy to meet at your convenience. Thank you for your attention to this matter, and I look forward to your response.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Department]

[Your Contact Information]