

Request for Change in University Regulation

Date: [Insert Date]

To,

[University Registrar's Name]

[University Name]

[University Address]

Dear [Registrar's Name],

I hope this letter finds you well. I am writing to formally request a reconsideration of [specific regulation or policy] currently enforced at our university. As a [your status, e.g., student, staff, etc.] majoring in [Your Major/Program], I believe that a change in this regulation would benefit [mention the impacted group or cause].

The current regulation [briefly describe the regulation]. This regulation has resulted in [mention specific issues or concerns]. I believe that revising this regulation to [propose your suggestion for change] would lead to [mention the benefits of the change].

I appreciate your attention to this matter and am hopeful for a positive response. I am willing to discuss this further and provide any additional information necessary to support this request.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Student ID]

[Your Contact Information]