

# Letter of Submission for University Policy Reformation

Date: [Insert Date]

To,

[Recipient's Name]  
[Title]  
[Department/Office]  
[University Name]  
[University Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally submit my proposal for the reformation of [specific policy or policy area] at [University Name]. As a [student/faculty member/staff] within this institution, I have observed several areas in which our current policies could be updated to better serve the needs of our community.

Enclosed with this letter, you will find a detailed proposal outlining the current issues, suggested changes, and the potential benefits of these reforms. It is my belief that these adjustments will enhance the learning and working environment for everyone involved.

I appreciate your attention to this matter and look forward to discussing this proposal further. I am hopeful that together we can work towards a more effective and inclusive policy framework at [University Name].

Thank you for considering my submission.

Sincerely,  
[Your Name]  
[Your Title/Position]  
[Your Department]  
[Your Student/Employee ID]  
[Your Contact Information]