

Subject: Suggestion for Revision of Academic Policy

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Department: [Recipient's Department]

[Institution Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a revision to our current academic policy regarding [specific policy or procedure]. After careful consideration and discussions with fellow students/faculty, I believe that the following changes could enhance our academic environment:

- **Proposed Change 1:** [Description of the change and its benefits]
- **Proposed Change 2:** [Description of the change and its benefits]
- **Proposed Change 3:** [Description of the change and its benefits]

Implementing these changes could lead to [expected outcome or improvement]. I would appreciate the opportunity to discuss this suggestion further and explore how we can work together to improve our academic policies.

Thank you for considering my suggestion. I look forward to your response.

Sincerely,

[Your Name]

[Your Position/Title]

[Your Department]

[Your Contact Information]