

Letter Template for Revision of Virtual Work Guidelines

Date: [Insert Date]

To: [Recipient's Name]
[Recipient's Position]
[Association Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

We hope this message finds you well. As part of our ongoing efforts to improve our virtual work environment, we are proposing revisions to the existing virtual work guidelines.

After careful consideration and feedback from team members, the following changes are suggested:

- Clarification on remote work hours
- Updated communication protocols
- Guidelines for virtual meetings
- Tools and resources available for remote work

Please review the attached document outlining these proposed revisions in detail. We believe these changes will enhance productivity and ensure a more collaborative virtual working experience for all members.

We kindly request your feedback by [Insert Deadline]. Your insights are invaluable to us as we finalize these guidelines.

Thank you for your attention to this matter. We look forward to your thoughts.

Sincerely,

[Your Name]
[Your Position]
[Association Name]
[Contact Information]