

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to express my concern regarding the recent policy shifts that have been implemented within our organization. While I understand that changes are often necessary for growth and adaptation, I believe that these particular modifications may adversely affect both employees and our overall mission.

Specifically, [Insert details about the policy changes and the impact they may have]. I feel that [Explain your perspective and any suggestions for improvement].

I hope that you will consider the concerns of the employees as these changes continue to unfold. I am looking forward to any further discussion on this matter.

Thank you for your attention to this important issue.

Sincerely,

[Your Name]