

# Letter of Amendment to Social Service Agency Policies

Date: [Insert Date]

To: [Agency Name]  
[Agency Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Amendment to Social Service Agency Policies

In our continuous effort to improve our services and ensure compliance with the latest regulations, we propose the following amendments to our policies:

1. **Policy Title 1:** [Provide a brief description of the amendment]
2. **Policy Title 2:** [Provide a brief description of the amendment]
3. **Policy Title 3:** [Provide a brief description of the amendment]

We believe these amendments will enhance our effectiveness and better serve the communities we support. We have attached the detailed policy changes for your review.

Please provide your feedback by [Insert Deadline Date]. We appreciate your input and look forward to your cooperation in implementing these changes.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Agency Name]  
[Contact Information]