

Minor Policy Amendment Submission

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Organization Name]

[Organization Address]

Dear [Recipient's Name],

I am writing to formally submit a minor amendment to the current policy titled "[Policy Name]." Upon review, we have identified a need to make the following changes to enhance clarity and improve implementation:

- **Section Title or Number:** [Specify the section]
- **Current Wording:** [State current wording]
- **Proposed Wording:** [State proposed wording]

We believe these modifications will provide better guidance and support for all stakeholders involved. Please feel free to reach out if you require any further details or discussions regarding this amendment.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]