

# Letter of Alteration in Uniform Requirements

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Organization: [Recipient Organization]

Address: [Recipient Address]

Dear [Recipient Name],

We hope this letter finds you well. We are writing to inform you of upcoming alterations to the uniform requirements for all staff members effective [Insert Date]. This decision has been made following feedback received from both staff and management regarding comfort and practicality in our work environment.

The key changes are as follows:

- [Change 1: Description]
- [Change 2: Description]
- [Change 3: Description]

We believe these alterations will enhance our team's overall performance and morale. All staff members are encouraged to discuss any concerns with their immediate supervisors.

Thank you for your attention to this matter, and we appreciate your cooperation in implementing these changes.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]

[Your Contact Information]