

School Policy Modification Notification

Date: [Insert Date]

To: [Staff Member/Department]

From: [Administrator's Name]

Subject: Modification of School Policy

Dear [Staff Member/Team],

We are writing to inform you of an important modification to our school policy, effective [Effective Date]. After careful consideration and input from various stakeholders, we have made changes to [specific aspect of the policy] to enhance our educational environment and support our mission.

The key changes are as follows:

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

We believe these modifications will [expected outcome], and we appreciate your cooperation and support as we implement these changes. Please ensure that you familiarize yourself with the updated policy. A copy of the revised policy is attached for your reference.

If you have any questions or concerns, please do not hesitate to reach out to [Contact Person/Department].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[School Name]