

# Request for Policy Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

To [Recipient's Name],

[Recipient's Position]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal for an adjustment to [specific policy or procedure] that I believe is impacting [mention specific situation or affected individuals]. I appreciate the [mention any positive aspects of the current policy], but I believe there are areas that could be improved to better serve [mention the affected party or purpose].

[Explain your reasoning clearly and concisely, providing any data or examples that support your request for an adjustment. Mention any potential benefits of the proposed change. Feel free to include personal experiences or observations that illustrate the need for policy adjustment.]

I kindly urge you to consider this appeal and reassess the current policy in light of the points I have detailed above. I am confident that an open dialogue may lead to a resolution that is beneficial for all parties involved.

Thank you for taking the time to consider my request. I look forward to your positive response.

Sincerely,

[Your Name]