

Request for Amended Policy Statement

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an amendment to the policy statement regarding [specific policy name or subject] that was issued on [date of original policy statement].

I believe that the current policy does not accurately reflect [reason for amendment]. Therefore, I kindly ask that you consider the following changes:

- [Proposed change 1]
- [Proposed change 2]
- [Proposed change 3]

These amendments aim to [explain the benefit or necessity of the changes]. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]