

# Letter of Recommendation for Policy Alteration

[Your Name]

[Your Position]

[NGO Name]

[NGO Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Position]

[Organization Name]

[Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing on behalf of [NGO Name] to recommend alterations to our current policy regarding [specific policy area]. After thorough analysis and consideration, we believe that these changes are vital for [reason for alteration].

## Recommended Changes:

- [First recommendation]
- [Second recommendation]
- [Third recommendation]

The proposed alterations aim to [explain the intended outcomes or benefits]. We believe that implementing these changes will greatly benefit our organization and enhance our ability to serve [target population or cause].

We would appreciate the opportunity to discuss these recommendations further and answer any questions you may have. Thank you for considering these crucial modifications to our policy.

Sincerely,

[Your Name]

[Your Position]

[NGO Name]