

Letter of Proposal for Policy Modification

Date: [Insert Date]

[Your Name]

[Your Position]

[NGO Name]

[NGO Address]

[City, State, Zip Code]

To: [Recipient's Name]

[Recipient's Position]

[Agency/Organization Name]

[Agency/Organization Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to propose modifications to our current policy on [specific policy]. After careful review and evaluation, we believe that updates are necessary to enhance our effectiveness and better align our practices with our mission.

Proposed Modifications:

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

These changes aim to [briefly explain the intended impact or benefits]. We believe that these adjustments will contribute significantly to our goals and increase our ability to serve the community effectively.

We appreciate your consideration of this proposal and look forward to your feedback. We are available for a meeting to discuss these suggestions further, should you require any additional information.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[NGO Name]