

Subject: Suggestion for Academic Policy Change

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a change to our current academic policies regarding [specific policy issue]. After careful consideration and discussion with fellow students/faculty, I believe that implementing [proposed change] could significantly enhance [specific aspect, e.g., student engagement, academic performance].

The rationale behind this suggestion is based on [briefly explain reasons, e.g., research findings, student feedback, potential benefits]. Adapting our policies in this way could lead to [describe potential positive outcomes].

I would appreciate the opportunity to discuss this proposal further. Thank you for considering this suggestion, and I look forward to your feedback.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]