

# Request for Policy Change

Date: [Insert Date]

To: [Insert Recipient's Name]  
[Insert Recipient's Title]  
[Insert Institution's Name]  
[Insert Institution's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a review and potential change to the current policy regarding [specific policy in question] at [Institution's Name].

As a [your position - e.g., student, faculty member, etc.], I have observed that [explain the issue or concern with the current policy]. This policy has implications for [mention who is affected and the impact].

In light of this, I propose that the policy be amended to [provide your suggested changes or recommendations]. This change could lead to [mention potential benefits or improvements].

I believe that this adjustment aligns with our institution's commitment to [mention any relevant values or goals].

I appreciate your consideration of this request and would welcome the opportunity to discuss it further. I am hopeful that we can work together to enhance our educational environment.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Contact Information]  
[Institution's Name]