

# Proposal for Modification of University Guidelines

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Department: [Recipient's Department]

University: [University Name]

Dear [Recipient's Name],

I am writing to formally propose modifications to the current university guidelines regarding [specific guidelines]. After careful consideration and feedback from peers, I believe these changes will enhance [specific outcome or benefit].

## Proposed Modifications

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

## Rationale

[Provide a brief rationale for the proposed changes, including any relevant data or examples to support the proposal.]

## Conclusion

Thank you for considering this proposal. I am looking forward to your feedback and hope to discuss these modifications further.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Department]

[University Name]

[Your Contact Information]