

Request for Modification of University Policy

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient Name]

[Recipient Title]

[University Name]

[University Address]

Dear [Recipient Name],

I am writing to formally request a modification to the current policy regarding [specific policy name or number]. The purpose of this request is to address [briefly explain the reason for the modification, e.g., concerns, suggestions, feedback].

[Provide details of the current policy and the proposed modification. Include any relevant data or examples to support your request.]

I believe that this modification will benefit [students, faculty, administrative processes, etc.], and I respectfully request your consideration of this matter.

Thank you for your attention to this important issue. I look forward to your positive response.

Sincerely,

[Your Name]

[Your Student ID (if applicable)]