

# Recommendation for Policy Modification

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

## Subject: Recommendation for Policy Modification

Dear [Recipient Name],

I am writing to formally recommend a modification to [specific policy name or title] in light of [reasons for modification]. Based on my experience as [your experience or role related to the policy], I believe that changes in this policy will lead to [expected outcomes or benefits].

Specifically, I propose the following modifications:

- [Proposed change 1]
- [Proposed change 2]
- [Proposed change 3]

These adjustments are crucial because [supporting arguments or evidence]. I am confident that implementing these changes will result in [positive impact on the organization, community, etc.].

I would be happy to discuss this further and provide any additional information you may need.  
Thank you for considering this important matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]