

Request for Revision of Institutional Policy

[Your Name]
[Your Position]
[Your Department]
[Institution Name]
[Date]

[Recipient's Name]
[Recipient's Position]
[Institution Name]

Dear [Recipient's Name],

I am writing to formally request a revision to the current institutional policy regarding [specific policy name or number]. After careful consideration and feedback from [mention any relevant parties, e.g., staff, students], it has become evident that modifications are necessary to better align with our goals and to support [specific needs or improvements].

Specifically, I propose the following changes:

- [Proposed Change 1]
- [Proposed Change 2]
- [Proposed Change 3]

These changes are essential to enhance [mention the impact of the changes], and I believe they will greatly benefit our institution as a whole. I would be happy to discuss this matter further and provide any additional information you may need.

Thank you for considering this request. I look forward to your response.

Sincerely,
[Your Name]
[Your Contact Information]