

# Notification of Policy Review

Date: [Insert Date]

To: [Recipient Name]

From: [Your Name]

Subject: Upcoming Policy Review Notification

Dear [Recipient Name],

We would like to inform you that a review of our institutional policies is scheduled to take place on [Insert Date]. This review aims to ensure our policies remain effective, relevant, and aligned with our institutional goals.

Your feedback is invaluable, and we encourage you to participate in this process. Please find attached the current policies that will be reviewed.

We appreciate your attention to this matter and look forward to your contributions.

Best regards,

[Your Name]

[Your Position]

[Institution Name]