

Proposal for Changes to Institutional Guidelines

Date: [Insert Date]

To: [Recipient's Name]

Position: [Recipient's Position]

Institution: [Institution Name]

Address: [Institution Address]

Dear [Recipient's Name],

I am writing to propose changes to the current institutional guidelines regarding [specific area of the guidelines]. These changes are intended to enhance [mention the purpose/improvement].

Background

Currently, the guidelines state [briefly describe the existing guideline]. While this approach has served its purpose, there are several limitations that have become apparent:

- [Limitation 1]
- [Limitation 2]
- [Limitation 3]

Proposed Changes

To address these limitations, I suggest the following changes:

1. [Proposed Change 1]
2. [Proposed Change 2]
3. [Proposed Change 3]

Benefits

Implementing these changes will result in the following benefits:

- [Benefit 1]
- [Benefit 2]
- [Benefit 3]

Conclusion

I believe that these proposed changes will significantly improve [mention the specific outcome]. I would welcome the opportunity to discuss this proposal further and explore how we can collaboratively work towards implementing these changes.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]