

# Request for Institution Policy Amendment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Institution's Name]

[Institution's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an amendment to the current policy regarding [specific policy or issue] at [Institution's Name]. After careful consideration and feedback from [relevant stakeholders, e.g., students, faculty], I believe that this amendment is necessary to [briefly explain the reason for the amendment, e.g., improve efficiency, enhance inclusivity, address emerging challenges].

The proposed amendments are as follows:

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

These changes would not only benefit [specific group or individual] but also align with our institution's mission to [briefly mention the institution's goals or principles]. I am more than willing to provide further information or discuss this matter in detail at your convenience.

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

Sincerely,

[Your Name]

[Your Title/Position]

[Your Contact Information]

[Your Department, if applicable]