

# Board Approval Request for Policy Change

Date: [Insert Date]

To: [Board Members' Names or Board of Directors]

From: [Your Name]

Subject: Request for Approval of Policy Change

Dear [Board Members/Specific Names],

I am writing to formally request your approval for a proposed change to our current policy regarding [specific policy name]. After careful consideration and assessment of [reason for the change], it has become clear that adjusting this policy will greatly benefit our organization in the following ways:

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

The proposed changes include:

- [Details of proposed change 1]
- [Details of proposed change 2]
- [Details of proposed change 3]

I believe that these adjustments are necessary for us to [achieve specific goals/meet challenges]. I am confident that this change will enhance our overall effectiveness and align with our strategic objectives.

Thank you for considering this request. I am looking forward to your feedback and hope to receive your approval soon. Please let me know if you require any further information or discussion on this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]