

Board Policy Amendment Request

Date: [Insert Date]

To: [Board Chair's Name]

From: [Your Name]

Subject: Request for Amendment to Board Policy

Dear [Board Chair's Name],

I am writing to formally request an amendment to the current board policy regarding [specific policy title or number]. After careful consideration and discussion with fellow board members, I believe that the proposed changes will enhance our effectiveness and better serve our community.

The specific amendments I propose are as follows:

1. [Proposed Amendment 1]
2. [Proposed Amendment 2]
3. [Proposed Amendment 3]

I believe that these changes will [briefly explain the benefits of the proposed amendments]. I respectfully request that this matter be placed on the agenda for the upcoming board meeting for further discussion.

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

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]