

Formal Email Suggestion Letter for Policy Update

Subject: Suggestion Regarding [Policy Name] Update

Dear [Manager's Name],

I am writing to suggest an update to [specific policy]. The current policy [briefly explain current issue], and revising it could lead to [benefits, e.g., clarity, compliance, efficiency].

Attached is a proposed draft outlining potential modifications. I would appreciate your review and feedback on this suggestion.

Sincerely,

[Your Name]

[Position]

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