

TO: (All Stakeholders Identified)
FROM: (Sponsor/Representative – Office Responsible for Policy)
RE: Stakeholder Review of Proposed Policy: XXXXXXXX
DATE:

The Executive Policy Review Group (EPRG) comprises vice presidents and deans who review Cornell University policies, applying an institutional perspective. On XXXXXXXX, the EPRG approved the Impact Statement in which (Office Responsible for this Policy) proposed the development of a new university policy, XXXXXXXX. You and/or your office have been identified as (a) stakeholder/s with special interest in/knowledge of this issue and with whom, therefore, we should consult. Attached is the first draft of this policy, and we would be grateful for your review and comment.

[Some background on the need for, purpose and scope of this policy]

Thank you in advance for taking the time to review this draft policy. If you prefer to discuss your comments with us, rather than sharing them via e-mail, please contact XXXXXXXX, at Tel: XXXXXXXX.

We hope to receive all remarks by (date) in order to move this important policy forward.

Thank you.

Sponsor/Representative - Responsible Office

Cc: Joshua Adams, Director, University Policy Office