# Policy and Procedure Feedback Letter

INSERT LOGO and address

Dear Families

We welcome feedback and suggestions from families on our policies and procedures at any time, including during our regular policy review process to ensure compliance with all relevant laws and best practice principles and guidelines.

You can provide feedback on our policies by completing the attached form, or by emailing your comments to me at <insert email address>.

Please don’t hesitate to contact me if you’d like to discuss our policies/procedures or your feedback further.

Kind regards,

<insert name of Nominated Supervisor>

Nominated Supervisor

<insert date>

Name of Policy

Feedback/Suggestions

Your Name (optional)

Mobile/email (optional)