[Your Name]
[Your Title]
[Date]

[Recipient Name]
[Recipient Title]
[Department]

Subject: First Annual Policy Review - [Policy Name]

Dear [Recipient Name],

This letter serves as a formal request for the first annual review of the [Policy Name], which was implemented on [Date].

As we have reached the one-year mark, we need to evaluate the policy's effectiveness, ensure compliance with current regulations, and identify any necessary updates based on operational feedback.

Please review the attached document and provide your comments or approval by [Due Date]. If you believe a formal meeting is required to discuss specific changes, please let me know your availability.

Thank you for your time and cooperation.

Sincerely,

[Your Signature]
[Your Printed Name]