

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Title]
[Organization Name]
[Organization Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Assistance Adjustment

I hope this message finds you well. I am writing to formally request an adjustment to my assistance [specify the type of assistance, e.g., financial, food, housing, etc.] due to [briefly explain the reason for your request, e.g., changes in circumstances, increased expenses, etc.]. [Provide more details about your situation, including any relevant dates, amounts, and other context that supports your request. Be concise and to the point.]

I understand that adjustments can be complicated, but any assistance you could provide would be greatly appreciated. I am hopeful that my situation can be reviewed and that an adjustment can be made.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]