

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Adjustment Request for [Description of Adjustment]

I hope this letter finds you well. I am writing to formally request an adjustment regarding [briefly explain the issue or concern].

[Provide detailed information about the situation, including any relevant dates, previous communications, and specific data or documents, if applicable.]

Given the circumstances, I kindly ask for [specific adjustment being requested]. I believe this adjustment will [explain how it will resolve the issue or benefit both parties].

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Company Name, if applicable]