

[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],

I hope this message finds you well. I am writing to formally request a change to the effective date for [reason for the change, e.g., the job offer, contract, etc.].

Originally, the effective date was set for [original effective date]. I would like to propose changing this date to [new effective date], due to [brief explanation of the reason for the change, e.g., personal circumstances, scheduling conflicts, etc.].

I appreciate your understanding regarding this matter. Please let me know if the proposed date works for you, or if we need to discuss alternative options.

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

Sincerely,

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