

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

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

Dear [Recipient's Name],

Subject: Request for Effective Date Adjustment

I hope this message finds you well. I am writing to formally request an adjustment to the effective date of [specific agreement, contract, or action] dated [original date].

Due to [brief explanation of the reason for the adjustment], I believe it is necessary to revise the effective date to [proposed new effective date]. This change will [explain the benefits of the adjustment, if applicable].

I appreciate your consideration of this request. Please let me know if you need any further information or if we can discuss this matter in more detail.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Title, if applicable]  
[Your Company/Organization, if applicable]