

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

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

Subject: Request for Modification of IY Application

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a modification to my application for [specify the program or service, e.g., the International Youth Program (IY)].

[Briefly explain the reason for the modification request, e.g., changes in personal circumstances, corrections to submitted information, etc. Provide any necessary details that may support your request.]

I believe that these modifications will better reflect my current situation and enhance my ability to participate in the program effectively.

Please find attached any supporting documents that may assist in processing my request.

Thank you for considering my application modification. I appreciate your attention to this matter and look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]