

[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 am writing to formally request a Joint Notice of Change (JNC) regarding [specific change or issue], effective [date]. This request is in accordance with [relevant policy or regulation].

The details of the change are as follows:

- Description of Change: [brief description]
- Reason for Change: [reason]
- Impact on [specific parties or processes]: [impact description]

Please let me know if you require any further information or documentation to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company, if applicable]