

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request a consideration for a low capacity adjustment for [specific reason or context]. Due to [brief explanation of the circumstances or factors leading to this request], I believe that a temporary adjustment in capacity would be beneficial for both [Company/Organization] and my team.

I propose that we [suggest specific adjustments or changes], which I believe will allow us to [explain anticipated outcomes or benefits]. This adjustment would not only aid in maintaining productivity but also in ensuring [mention any long-term goals or commitments].

I would appreciate your understanding and support in this matter. I am more than willing to discuss this further at your convenience and explore any potential solutions together.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Contact Information]