

[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],

Subject: Request for LNB Adjustment

I hope this letter finds you well. I am writing to formally request an adjustment regarding the Line of Business (LNB) associated with my account [Your Account Number or ID].

[Explain the reason for the adjustment request briefly, including any relevant details or circumstances that led to this need for adjustment.]

I believe that an adjustment is warranted due to [specific reasons/justifications]. I have attached [any supporting documents, if applicable] to provide further context.

I would appreciate your prompt attention to this matter and kindly request confirmation of this adjustment at your earliest convenience. Should you require additional information or clarification, please do not hesitate to contact me.

Thank you for your assistance in this matter.

Sincerely,

[Your Name]  
[Your Title or Position, if applicable]