

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

Dear [Recipient's Name],

Subject: Modification of Quotation Request

I hope this message finds you well.

I am writing to request a modification to the quotation we previously discussed regarding [brief description of the project or service]. After reviewing the details, we would like to make the following adjustments:

1. [Modification 1 - specific details]
2. [Modification 2 - specific details]
3. [Modification 3 - specific details]

These changes are necessary to better align with our current requirements and objectives. We appreciate your understanding and cooperation in this matter.

Could you please provide an updated quotation reflecting these modifications by [specific date]? If you need any further information or clarification, feel free to reach out to me directly.

Thank you for your attention to this request. I look forward to your prompt response.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]