

[Your Name]  
[Your Address]  
[City, Province, Postal Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Organization/Bank Name]  
[Organization/Bank Address]  
[City, Province, Postal Code]

Subject: Request for Adjustment to RDSP Account

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to formally request an adjustment to my Registered Disability Savings Plan (RDSP) account, [Account Number], due to [briefly explain reason for adjustment].

[Provide detailed explanation of the situation, including any relevant dates, amounts, or supporting information.]

I would appreciate your assistance in processing this request at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]