

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Title]
[Organization/Department Name]
[Organization Address]
[City, State, Zip Code]

Subject: Request for YFSA Adjustment

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment regarding [specific issue related to your YFSA, e.g., financial statement, eligibility criteria, etc.].

[Provide a brief explanation of the situation and why an adjustment is necessary. Include any relevant details, such as dates, amounts, or supporting information.]

I appreciate your attention to this matter and would be grateful for your assistance in processing my request. Please feel free to contact me at [your phone number] or [your email address] if you need any further information or documentation.

Thank you for your consideration.

Sincerely,

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