

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request a modification to my application for the Youth Volunteer Corps (YVC) program. My application reference number is [Reference Number].

Due to [briefly explain reason for modification, e.g., a change in circumstances, additional information, etc.], I believe it is important to adjust my application details accordingly.

[Provide specific details about the modification you are requesting. This may include changes in personal information, volunteer experience, or program preferences.]

I greatly appreciate your consideration of my request and look forward to your positive response. Should you need any further information or documentation to support my request, please feel free to contact me at [your phone number] or [your email address].

Thank you for your time and understanding.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]