

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]
Dear [Recipient's Name],
Subject: Adjustment Request
I hope this letter finds you well. I am writing to formally request an
adjustment regarding [briefly describe the issue or circumstance].
[Explain the details of the situation, why you believe an adjustment is
warranted, and any relevant information that supports your case.]
I would appreciate your prompt attention to this matter and look forward
to your response. Thank you for your understanding and assistance.
Sincerely,
[Your Name]
[Your Position, if applicable]