

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

Dear [Recipient Name],

Subject: Adjustment Letter for ZGS

I hope this message finds you well.

I am writing to formally address the recent adjustments required regarding the ZGS (Zonal Grading System) that we discussed in our previous correspondence.

[Briefly state the nature of the adjustment, including relevant details and any necessary references to previous agreements or documents.]

We believe these adjustments are crucial for [reason for the adjustment, e.g., ensuring compliance, improving efficiency, etc.].

[Outline the proposed changes or adjustments clearly, including timelines and expectations.]

Please feel free to reach out if you have any questions or require further clarification. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Position]

[Your Company]