

[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]
Subject: Z-Code Adjustment Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the Z-code associated with my account/customer reference number [Your Account/Reference Number].

The details of the request are as follows:

- ****Current Z-Code:**** [Current Z-Code]
- ****Requested Z-Code:**** [Requested Z-Code]
- ****Reason for Adjustment:**** [Briefly explain the reason for your request. Include any relevant details or supporting information that may help with consideration of the adjustment.]

I appreciate your attention to this matter and look forward to your timely response. Please feel free to reach out to me at [Your Phone Number] or [Your Email Address] should you need any additional information or clarification.

Thank you for your assistance.

Sincerely,

[Your Name]