

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

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request an amendment to [specify the document, agreement, or record that requires amendment, e.g., the contract dated [date], the report submitted on [date], etc.].

The reason for this request is [briefly explain the reason for the amendment, e.g., an error, a change in circumstances, additional information, etc.]. I believe that making this amendment will [explain the benefit or necessity of the amendment].

I kindly ask you to consider my request and make the necessary changes at your earliest convenience. Should you need any more information or require further discussion regarding this matter, please do not hesitate to contact me directly.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Position/Title, if applicable]
[Your Company, if applicable]