

Adjustment Request for Member Information

Date: [Date]

To: [Recipient's Name]

[Organization's Name]

[Organization's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to my member information associated with [Membership ID or Number].

The details that need to be adjusted are as follows:

- **Current Information:** [Current Information]
- **Requested Information:** [Requested Information]

Please let me know if you require any further information or documentation to process this request.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]