

Document Adjustment Request

[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],

I hope this message finds you well. I am writing to request an adjustment to the following document: [Document Name/Number]. Upon reviewing the document, I have identified some discrepancies that require correction.

The specific areas that need adjustment are as follows:

- [Detail of the first adjustment]
- [Detail of the second adjustment]
- [Detail of the third adjustment]

Please let me know the next steps in processing this adjustment request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]