

Letter of Solicitation for Changes

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to you regarding the document titled "[Document Title]" that was submitted on [Submission Date]. After further review, we believe that some changes are necessary to enhance clarity and ensure it meets the required standards.

Specifically, we would like to propose the following changes:

- [Change 1 Description]
- [Change 2 Description]
- [Change 3 Description]

We appreciate your attention to these suggestions and believe that they will help improve the overall quality of the document. Please let us know your thoughts on these proposed changes by [Response Deadline].

Thank you for your cooperation and understanding.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]