

Exclusive Gift Modification Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a modification regarding the exclusive gift I received on [insert date of gift]. While I truly appreciate the thoughtful gesture, I would like to discuss a few potential adjustments to better suit my preferences.

Specifically, I would like to propose the following modifications:

- [Modification 1]
- [Modification 2]
- [Modification 3]

These changes would make the gift more personal and meaningful to me. I understand any limitations that may be in place and appreciate your understanding in this matter.

Thank you for considering my request. I look forward to your response.

Warm regards,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]