

# Gift Item Modification Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of modifying a gift item that I recently purchased from your store. The order number is [Order Number].

Due to [reason for modification, e.g., a change of address, a different size, etc.], I would like to request [details of the modifications you wish to make].

Please let me know if these changes can be accommodated and if there are any additional steps I need to follow. I appreciate your assistance with this matter.

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

Sincerely,

[Your Name]