

Service Change Request

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Your Email]
[Your Phone Number]

[Recipient Name]
[Agency Name]
[Agency Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a change in the services I currently receive through [Agency Name]. My circumstances have changed due to [briefly explain reason for change, e.g., health issues, financial situation, or relocation].

Currently, I am receiving the following services:

- [Service 1]
- [Service 2]
- [Service 3]

Given my current situation, I would like to request the following changes to my service plan:

- [Requested Change 1]
- [Requested Change 2]

I believe these adjustments would better meet my needs and allow me to continue to thrive. I am happy to discuss this matter further and provide any additional information as needed.

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

Sincerely,
[Your Name]