

# Letter of Inquiry Regarding Notes Modifications

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Date]

[Recipient's Name]  
[Recipient's Title]  
[Company/Institution Name]  
[Company/Institution Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the recent modifications made to the notes for [specific course or subject]. I would appreciate any clarification regarding the changes and the rationale behind them.

Additionally, if there are any resources or further documentation that could provide insight into these modifications, I would be grateful if you could share them with me.

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

Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Typed Name]