

# Expedited Service Modification Appeal

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your Phone Number]

[Recipient's Name]

[Title/Department]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally appeal the decision regarding the modification of my expedited service request, reference number [Insert Reference Number]. I believe that my request supports [briefly state the reason for modification].

Given the following circumstances, I am requesting a reconsideration of my case:

- [Reason 1]
- [Reason 2]
- [Reason 3]

I appreciate your attention to this matter and kindly ask for your prompt response. Should you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your consideration.

Sincerely,

[Your Name]