

# Funding Adjustment Solicitation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Organization]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to our funding agreement for [specific project or program name]. Due to [briefly explain the reason for the adjustment, such as unforeseen circumstances or changes in project scope], we believe that a funding adjustment is necessary to ensure the continued success of the project.

We have encountered [specific challenges or opportunities], and we seek your support in revising the funding allocated to [specific aspects of the project]. We propose an adjustment of [specify amount or percentage] to address these issues effectively.

We appreciate your consideration of our request and hope to discuss this matter further. Please let us know a convenient time for a meeting or if you require any additional information to facilitate this process.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Position]

[Your Organization]