

Adjustment Notification

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Address]

[City, State, ZIP Code]

[Email Address]

[Phone Number]

Date: [Insert Date]

To:

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, ZIP Code]

Subject: Notification of Adjustments to Legal Document Review

Dear [Recipient's Name],

We are writing to inform you of adjustments made to the review of [Name/Title of the Legal Document] originally submitted on [Original Submission Date]. After a thorough analysis, we believe the following changes are necessary:

- Adjustment 1: [Brief Description of Adjustment]
- Adjustment 2: [Brief Description of Adjustment]
- Adjustment 3: [Brief Description of Adjustment]

These adjustments are intended to [purpose of adjustments]. Please review the enclosed document with the highlighted changes and provide your feedback by [Response Deadline].

We appreciate your prompt attention to this matter. Should you have any questions or require further clarification, please do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]