

Special Order Modification Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company Name]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a modification to our existing special order, originally placed on [Insert Order Date], with the order number [Insert Order Number].

Due to [briefly explain reason for modification, e.g., changes in project specifications, budget adjustments], we would like to request the following modifications:

- [Modification 1: Description]
- [Modification 2: Description]
- [Modification 3: Description]

Please let us know if these changes are feasible and if there are any implications regarding pricing or delivery timelines. We appreciate your understanding and support in this matter.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Contact Information]