

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Date]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the deliverables of the [Project Name] due to [reason for adjustment]. After careful consideration and evaluation, it has become evident that [briefly explain the situation or challenge that requires adjustment].

As a result, I propose the following adjustments to the project deliverables:

- [Deliverable 1 - description of the adjustment]
- [Deliverable 2 - description of the adjustment]
- [Deliverable 3 - description of the adjustment]

These changes will ensure that we meet the project's objectives while maintaining quality and efficiency. I believe that with these adjustments, we can achieve the desired outcomes effectively.

I would appreciate your feedback on this request at your earliest convenience. Please let me know if you would like to schedule a meeting to discuss this matter further.

Thank you for your understanding and support.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]