Authorization Request for Plan Changes

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request authorization for changes to my current plan [specify current plan name/number]. Due to [brief explanation of reason for changes], I believe the following modifications would be in my best interest:

- [Proposed change 1]
- [Proposed change 2]
- [Proposed change 3]

I kindly ask for your consideration of these changes and would appreciate it if you could provide your authorization by [insert deadline, if applicable]. I am available for a discussion if needed, and I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Address]

[City, State, Zip Code]

[Your Contact Information]