

Formal Appeal for Design Alterations

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally appeal for alterations to the design proposal submitted on [Submission Date] for [Project/Design Name]. After careful consideration and review, I believe that certain adjustments could enhance the overall effectiveness and functionality of the design.

Specifically, I would like to draw your attention to the following areas:

- [Area/Element 1 - Describe the needed alteration]
- [Area/Element 2 - Describe the needed alteration]
- [Area/Element 3 - Describe the needed alteration]

It is my belief that these modifications will not only meet the project requirements more effectively but also align better with the needs of our stakeholders.

I am keen to discuss this matter further and explore possible avenues for collaboration on these alterations. I appreciate your attention to this appeal and look forward to your favorable response.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company/Organization]