

Request for Architectural Plan Adjustment

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email]

[Your 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 request an adjustment to the architectural plans for the [Project Name/Description], originally submitted on [Submission Date]. After reviewing the current plans, I believe that certain modifications are necessary to better align with [reason for adjustment, e.g., local building codes, design functionality, etc.].

The specific adjustments I am requesting include:

- [Adjustment 1 - brief description]
- [Adjustment 2 - brief description]
- [Adjustment 3 - brief description]

I understand the importance of adhering to established guidelines and timelines, and I assure you that these modifications will enhance the project's overall feasibility and compliance.

I would appreciate your prompt attention to this matter and am available for a meeting to discuss this further at your earliest convenience. Thank you for considering my request.

Warm regards,

[Your Name]

[Your Title/Position, if applicable]