

Site Activity Log Adjustment Request

Date: [Insert Date]

To: [Insert Recipient's Name]

From: [Insert Your Name]

Subject: Request for Adjustment of Site Activity Log

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the site activity log for [insert specific site or project name] due to [briefly explain the reason for the adjustment, e.g., clerical error, additional activities not logged, etc.].

The specific adjustments required are as follows:

- [Detail 1: date, activity, and required change]
- [Detail 2: date, activity, and required change]
- [Detail 3: date, activity, and required change]

These changes are necessary to ensure the accuracy of our records and to reflect the true activities undertaken during the specified period.

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]

[Your Company Name]