

# Custom Order Adjustment Request

Date: [Insert Date]

To: [Recipient's Name]

[Company 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 my recent custom order, [Order Number], placed on [Order Date]. After reviewing my order details, I would like to make the following adjustments:

- [Specify adjustment 1]
- [Specify adjustment 2]
- [Specify adjustment 3]

I believe these changes will help in meeting my expectations for this order. If you could confirm the feasibility of these adjustments, I would greatly appreciate it.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you have any questions or require further information.

Sincerely,

[Your Name]

[Your Address]

[City, State, Zip Code]