

# Account Settings Amendment Request

Date: [Insert Date]

To: [Recipient Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request an amendment to my account settings associated with my account ([Your Account Number or Email]).

The specific changes I would like to request are as follows:

- [Specify Change 1]
- [Specify Change 2]
- [Specify Change 3]

Please let me know if you require any further information to process this request. I appreciate your assistance in this matter and look forward to your confirmation of the changes.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Contact Information]

[Your Address]