

Service Package Demand Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email]

[Your Phone Number]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request the adaptation of the service package currently provided. Based on our recent discussions and the evolving needs of our project, I believe that the following adjustments will enhance the effectiveness and ensure alignment with our goals:

- Adjustment 1: [Detail]
- Adjustment 2: [Detail]
- Adjustment 3: [Detail]

We appreciate your commitment to quality service and are confident that these adaptations will further strengthen our collaboration. Please let me know how we can proceed with this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]