

Replacement Part Order Modification Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a modification to my recent order for replacement parts, order number [Insert Order Number]. Due to [reason for modification], I would like to make the following changes:

- Original Item: [Original Item Description] - Change to: [New Item Description]
- Quantity: [Original Quantity] - Change to: [New Quantity]
- Delivery Date: [Original Delivery Date] - Adjust to: [New Delivery Date]

I appreciate your attention to this matter and would be grateful if you could confirm the modifications at your earliest convenience. If you require any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Address]