

Advisory on Unsolicited Revisions

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Address]

Dear [Recipient's Name],

We are writing to address a matter concerning unsolicited revisions submitted in connection with our recent project/document titled "[Project/Document Title]." While we appreciate your interest and value your input, we would like to clarify our stance on revisions that have not been requested or approved by our team.

As per our established guidelines, all modifications to the document must be formally requested and discussed through the appropriate channels. This ensures that all stakeholders are kept informed and that the integrity of the project remains intact.

We kindly ask that any future suggestions or revisions be communicated through the proper formats as highlighted in our previous correspondences. This will help us maintain a streamlined process and foster effective collaboration moving forward.

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]