

Preference Modification Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification to my communication preferences regarding [specify communication type, e.g., newsletters, promotional emails, etc.].

Currently, I receive [briefly describe current preferences], but I would like to update my preferences to [describe desired preferences]. This change will help ensure that the information I receive is more aligned with my interests.

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

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Address]

[Your Email]

[Your Phone Number]