

[Your Name]
[Your Position]
[Your Company]
[Your Email Address]
[Your Phone Number]

[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Email Address]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a revision of our current sales forecast for the upcoming quarter. After analyzing recent sales data and market trends, it has become evident that adjustments to our projections may be necessary to better align with our anticipated performance.

Key factors influencing this request include:

- [Factor 1: Description]
- [Factor 2: Description]
- [Factor 3: Description]

I believe that updating our sales forecast will provide us with a more accurate roadmap for achieving our business objectives. I would appreciate the opportunity to discuss this in further detail and explore potential revisions together.

Thank you for considering this request. I look forward to your response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]