

Product Adjustment Proposal

Date: [Insert Date]

To: [Recipient Name]
[Recipient Position]
[Company Name]
[Company Address]

Dear [Recipient Name],

We are writing to propose an adjustment to our [Product Name] based on recent feedback and market analysis. Our objective is to enhance customer satisfaction and increase our competitive edge.

Proposed Adjustments

- Adjustment 1: [Description of adjustment]
- Adjustment 2: [Description of adjustment]
- Adjustment 3: [Description of adjustment]

We believe these changes will lead to improved performance and heightened customer loyalty. We are eager to discuss this proposal further and look forward to your feedback.

Thank you for considering our proposal.

Sincerely,
[Your Name]
[Your Position]
[Your Company]
[Your Contact Information]