

Meal Selection Change Request

Date: [Insert Date]

[Recipient's Name]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a change in my meal selection for [insert event, program, or service, e.g., "the upcoming conference," "the family gathering," etc.].

Currently, I am scheduled to receive [insert current meal selection], but due to [insert reason for change, e.g., dietary restrictions, personal preference], I would like to change my selection to [insert new meal selection].

Please let me know if my request can be accommodated. Thank you for your attention to this matter. I appreciate your assistance.

Sincerely,

[Your Name]

[Your Contact Information]