

Adjustment Request for Donor Information

Date: [Insert Date]

From: [Your Name]

[Your Title]

[Your Organization]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To: [Recipient's Name]

[Recipient's Title]

[Recipient's Organization]

[Recipient's Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an adjustment to the donor information pertaining to [specific details or references related to the donor].

Upon review, we have identified some discrepancies that need to be corrected in order to maintain accurate records. The details that require adjustment are as follows:

- Current Information: [Detail]
- Requested Change: [Detail]

We appreciate your prompt attention to this matter and look forward to your confirmation of the adjustments. Please do not hesitate to reach out if you need any further information or clarification.

Thank you for your continued support and partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]