

# Application for Changes in Quarterly Report

Date: [Insert Date]

To,  
[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request changes to the quarterly report submitted on [Original Submission Date]. After reviewing the document, I have identified some discrepancies that require amendment to ensure accuracy and clarity.

The specific changes I am requesting are as follows:

- [Description of Change 1]
- [Description of Change 2]
- [Description of Change 3]

I believe these adjustments will enhance the overall quality of the report and provide clearer insights for our stakeholders. I would appreciate your assistance in processing these changes at your earliest convenience.

Thank you for your attention to this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you need any further information or clarification.

Sincerely,  
[Your Name]  
[Your Title]  
[Your Company/Organization Name]  
[Your Phone Number]  
[Your Email Address]