

Request for Amendments to Academic Report

Date: [Insert Date]

To: [Recipient's Name]

Department: [Recipient's Department]

Institution: [Institution Name]

Address: [Institution Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request amendments to my academic report titled "[Report Title]," which was submitted on [Submission Date].

Upon reviewing the report, I noticed several discrepancies and areas where additional information could enhance the clarity and comprehensiveness of the document. Specifically, I would like to address the following points:

- [Point 1: Describe the specific amendment required]
- [Point 2: Describe the specific amendment required]
- [Point 3: Describe the specific amendment required]

I believe that these amendments will significantly improve the quality of the report. I would greatly appreciate your consideration of my request. If possible, I would like to discuss this matter further at your earliest convenience.

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

Sincerely,

[Your Name]

[Your Student ID]

[Your Program/Department]

[Your Contact Information]