

Modification Request for Existing Learning Support Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Organization/Institution Name]

[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification to the existing learning support services provided to me at [Institution Name].

Due to [briefly state the reason for the modification request, e.g., changes in my learning needs, changes in my course schedule, etc.], I believe that adjustments to my current support services would greatly enhance my educational experience and help me achieve my academic goals.

I kindly request the following modifications:

- [Modification 1]
- [Modification 2]
- [Modification 3]

I appreciate your attention to this matter and am more than willing to discuss this request further. Please let me know if you require any additional information or if we could schedule a meeting at your earliest convenience.

Thank you for your consideration.

Sincerely,

[Your Name]