

Validation of Modification Request

Date: [Insert Date]

To,

[Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

We acknowledge the receipt of your modification request submitted on [Insert Submission Date]. Our team is currently reviewing the details provided and will prepare the necessary validation of this request.

We appreciate your patience during this process and aim to provide you with a comprehensive response by [Insert Response Date]. If you have any questions or need further information in the meantime, please don't hesitate to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Company/Organization Name]

[Contact Information]