

Letter Template for Financial Services Licensing Requirement Adjustment

Date: [Insert Date]

[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Subject: Request for Adjustment of Licensing Requirements

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an adjustment to the licensing requirements for [specific service or product] offered by [Your Company]. Due to [reason for adjustment], we believe that a modification would be beneficial to both our operations and the services provided to our clients.

We have conducted a thorough analysis and found that [provide supporting details or statistics]. In light of this, we propose the following adjustments to the current licensing requirements: [list proposed adjustments].

We are committed to ensuring that our services comply with all regulatory standards and would greatly appreciate your consideration of this request. We are open to discussing this matter further at your earliest convenience.

Thank you for your attention to this matter. We look forward to your response.

Sincerely,

[Your Name]
[Your Title]
[Your Company]