Polite and customer-focused email

3	bubject. Your Request for Adjustment
	Hi [Recipient Name],
	Thank you for contacting us regarding [issue]. We have carefully reviewed your request; however
W	ve are unable to provide the requested adjustment at this time due to [reason].
	We value your relationship with us and are happy to assist with any alternative solutions.
	Best regards,
	[Your Name]
	[Position]

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