

Process Adjustment Request Sample

Date

Requested By

Full Name

Department

Department Name

Process Name

e.g., Payroll, Inventory Management

Current Process

Describe the existing process...

Requested Adjustment

Detail the adjustments you are requesting...

Justification / Reason

Provide reasons for this request...

Estimated Impact

Explain expected impact, benefits, or risks...

Approver Name

Approver's Full Name

Approval Date

