

Employee Record Modification Request

From: [Your Name]

Position: [Your Position]

Date: [Current Date]

To: [HR Manager's Name]

Company Name: [Your Company]

Address: [Company Address]

Dear [HR Manager's Name],

I am writing to formally request a modification to my employee record. The details of the modification request are as follows:

Modification Details:

- **Current Information:** [Current Information]
- **Requested Change:** [Requested Change]
- **Reason for Change:** [Reason]

I would appreciate your assistance in processing this request at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Contact Information]