

# Modification Request for Temporary Business Permit

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Business Permit Issuing Authority]

[Authority Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request a modification to my existing temporary business permit, number [Permit Number], issued on [Issue Date]. Due to [brief explanation of the reason for modification], I would like to propose the following changes:

- [Modification 1]
- [Modification 2]
- [Modification 3]

I believe these modifications will [brief reason why the modifications are necessary]. I have included supporting documents to assist in this request.

Please let me know if you require any additional information or documentation. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title/Position]

[Your Business Name]