

# Request for Scaffolding License Modification

Date: [Insert Date]

To: [Licensing Authority Name]

[Licensing Authority Address]

Dear [Licensing Officer's Name],

I am writing to formally request a modification to my existing scaffolding license (License No: [Insert License Number]). Due to [briefly explain reason for modification, e.g., changes in project specifications, location adjustments, etc.], I kindly ask for your approval to amend my license accordingly.

The specific modifications I am requesting include:

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

I have attached all the necessary documents to support my request, including [list documents, e.g., new project plans, safety assessments, etc.].

I appreciate your attention to this matter and look forward to your prompt response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Company Name]

[Your Address]

[Your Phone Number]

[Your Email Address]