

# Access Rights Modification Request

Date: [Insert Date]

To: [Recipient's Name]

Company: [Recipient's Company]

Address: [Recipient's Address]

Dear [Recipient's Name],

I am writing to formally request a modification of access rights for our contractor, [Contractor's Name], who is currently engaged in [Project/Task Name].

Currently, [Contractor's Name] has access to [Current Access Rights]. We would like to modify their access to include [Requested Access Rights] to facilitate their work effectively.

Please let us know if you require any additional information or documentation to process this request. We appreciate your prompt attention to this matter.

Thank you.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]