

Access Rights Modification Request

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request a modification of access rights concerning data classified as [specify sensitivity level such as "confidential" or "internal use only"]. I believe that a change in access rights is warranted due to [explain reason, e.g., changes in role, project requirements, etc.].

As a [your position], I require access to [specific data or resource] in order to effectively perform my job responsibilities and ensure compliance with our organizational goals.

Please find attached the relevant documentation that supports my request. I appreciate your prompt attention to this matter and look forward to your positive response.

Thank you for considering my request. If you need any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Position]