Access Rights Modification Request

Date: [Insert Date]

To: [Manager's Name]

[Department Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request the modification of my access rights due to my upcoming departmental transfer to [New Department Name].

As I will be transitioning to the new role of [New Position Title], it is essential for me to have the appropriate access to [specific resources, systems, or information] that are relevant to my new responsibilities.

I kindly request that my access rights be updated to include the following:

- [Access Right 1]
- [Access Right 2]
- [Access Right 3]

Additionally, please revoke access to any resources that are no longer applicable to my previous role in [Old Department Name].

Thank you for your attention to this matter. I appreciate your assistance in ensuring a smooth transition, and I am happy to provide any additional information if needed.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]