

Access Rights Modification Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally request a modification of access rights for [Employee's Name], who is being reassigned to [New Position/Department] effective [Effective Date].

Current Access Rights:

- [Current Access Level/Role 1]
- [Current Access Level/Role 2]
- [Current Access Level/Role 3]

Requested Access Rights:

- [New Access Level/Role 1]
- [New Access Level/Role 2]
- [New Access Level/Role 3]

These changes are necessary to ensure that [Employee's Name] has the appropriate access required to perform their duties effectively in their new role.

Please let me know if you need any further information or documentation to facilitate this request.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Contact Information]