

Access Rights Modification Request

Date: [Insert Date]

To: [Recipient Name]

Position: [Recipient Position]

Department: [Recipient Department]

Company: [Company Name]

Dear [Recipient Name],

I am writing to formally request a modification of access rights in light of my recent role change to [New Role/Position] within the [Department/Team Name]. This modification is necessary to ensure that I have the appropriate access to perform my duties effectively.

As per my new responsibilities, I would require access to the following systems and resources:

- [System/Resource 1]
- [System/Resource 2]
- [System/Resource 3]

Additionally, I kindly request the revocation of access rights to any systems or resources no longer relevant to my previous role:

- [Old System/Resource 1]
- [Old System/Resource 2]

I appreciate your attention to this matter and look forward to your prompt response regarding the modification of my access rights.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]