

Access Rights Modification Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I am writing to formally request a modification of access rights concerning my security clearance, due to [reason for modification request]. In line with [describe relevant policies or regulations], I believe this adjustment is necessary to continue my responsibilities effectively.

Current Access Rights: [Detail current access rights]

Proposed Access Rights: [Detail proposed access rights]

I appreciate your prompt attention to this matter and look forward to your positive response. Should you require any additional information or documentation to facilitate this request, please do not hesitate to contact me.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]