

Access Rights Modification Request for System Upgrade

Date: [Insert Date]

To: [Recipient's Name]

Department: [Recipient's Department]

Company: [Company Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request a modification of access rights for [Specify User/Group Name] in light of the upcoming system upgrade scheduled for [Insert Date of Upgrade].

The upgrade necessitates additional permissions to ensure a seamless transition and continued functionality for our team. Specifically, I am requesting the following access adjustments:

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

These changes will allow [User/Group Name] to effectively utilize the new system features and enhance overall productivity during the upgrade process. I assure you that all adjustments will comply with our organization's security protocols.

Thank you for considering this request. I appreciate your prompt attention to this matter and am available for any further discussion.

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]