

Modification Request for ERP Software

[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[ERP Provider Company Name]
[Provider Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request modifications to our current Enterprise Resource Planning (ERP) software utilized by [Your Company Name]. After careful evaluation, we believe these adjustments will enhance our operational efficiency and better align the software capabilities with our evolving business needs.

Proposed Modifications:

- Modification 1: [Details of the modification]
- Modification 2: [Details of the modification]
- Modification 3: [Details of the modification]

We appreciate your attention to this matter and look forward to your feedback on the feasibility and timeline for these changes. Please let us know if additional information is needed or if we can assist in expediting this request.

Thank you for your continued support.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]