Product Modification Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company's Name]

[Company's Address]

Dear [Recipient's Name],

I am writing to formally request a modification to the [Product Name/Model] that we have been using.

Details of the product:

- Product Name: [Product Name]
- Model Number: [Model Number]
- Current Version: [Current Version]

Proposed Modification:

- [Describe the modification you are proposing]
- [Explain the reason for the modification]

We believe that this modification will greatly enhance the product's functionality and improve user experience.

Please let me know a convenient time for us to discuss this modification further. I look forward to your prompt response.

Thank you for considering my request.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]