

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

[Recipient's Name]  
[Recipient's Job Title]  
[Recipient's Company Name]  
[Recipient's Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request a modification to the SQL query used in [specific report or application name] to better accommodate our current needs.

Currently, the query retrieves [describe current functionality], but we require it to [describe desired functionality or changes]. The specific changes I propose are as follows:

1. [Detail the first modification]
2. [Detail the second modification]
3. [Detail any additional modifications]

These adjustments will help us [explain the benefits of the modification]. I believe these changes will enhance our data analysis and improve overall efficiency.

Could you please let me know your availability to discuss this modification further? I appreciate your attention to this matter and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Job Title]