

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Modification of WPS

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a modification to my Wage Protection System (WPS) arrangement.

Details of my current WPS arrangement are as follows:

- Employee Name: [Your Name]
- Employee ID: [Your ID]
- Current WPS Details: [Brief description of current WPS status]

I would like to propose the following modifications:

- New Terms: [Specify the changes you want]
- Justification for Changes: [Provide reason/reasons for the modification request]

I believe that these changes will not only benefit my situation but also contribute positively to our working relationship. I kindly request your consideration of my request and look forward to discussing this matter further.

Thank you for your attention to this request. I hope to hear from you soon.

Sincerely,
[Your Name]
[Your Job Title]