

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

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

Dear [Recipient's Name],

Subject: Request for Modification of ZPass Application

I hope this letter finds you well. I am writing to formally request a modification to my ZPass application submitted on [date of original application].

Due to [specific reason for the modification, e.g., changes in personal circumstances, updated travel plans], I would like to request the following modifications:

1. [Modification 1 - detailed description]
2. [Modification 2 - detailed description]
3. [Additional modifications if necessary]

I understand the importance of maintaining accurate and up-to-date information and appreciate your attention to this matter. Please let me know if you require any further information or documentation to process my request.

Thank you for your consideration. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]