

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

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

Dear [Recipient Name],

Subject: PBX Change Request

I hope this message finds you well. I am writing to formally request a change to our PBX system to accommodate [briefly describe the reason for the change, e.g., "increased call volume," "new office location," etc.]. The specific changes we are requesting include:

1. [Detail the first change]
2. [Detail the second change]
3. [Detail any additional changes]

We believe these changes will significantly enhance our communication capabilities and improve overall efficiency.

Please let me know the next steps to proceed with this request. I am available for a meeting to discuss this further at your convenience.

Thank you for your attention to this matter.

Best regards,

[Your Name]
[Your Position]
[Your Company]