*Company Letterhead* **Sample**

March 29, 2017

To the Registrar

Pennsylvania Department of Transportation

Bureau of Project Delivery, Systems Management Section

400 North Street, 7th Floor

Harrisburg, Pa 17120

RE: ***Existing ECMS Business Partner Requesting AutoTab Vendor***

 Role Registered as ***ECMS Business Partner Type***

 Business Partner ID: **000000**

 FID: **XX-XXXXXXX**

To the Registrar:

***Existing ECMS Business Partner company name*** is requesting that the Firm’s business partner relationship type be modified to include the **AutoTab Web Application** role in addition to the Firm’s current listing as an **ECMS Business Partner Type** in ECMS.

Please contact \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ at \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ with any questions regarding this matter.

Very Truly Yours,

President or

Owner or

Partner