

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

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

Dear [Recipient Name],

Subject: Request for FTP File Transfer

I hope this message finds you well.

I am writing to request the transfer of files via FTP as part of our ongoing collaboration. We need access to the following files: [list specific files or types of files required].

Please send the files to the following FTP server:

[FTP Server Address]  
[Username]  
[Password]

We would appreciate it if you could complete this transfer by [specific date if applicable]. If you have any questions or require further information, please do not hesitate to contact me.

Thank you for your assistance.

Best regards,

[Your Name]  
[Your Title]  
[Your Company Name]