[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient Name],
I hope this message finds you well. I am writing to formally request FTP access to [specific server or directory] for the purpose of [briefly explain the reason, e.g., uploading/download files, data transfer, etc.].
Details of the request are as follows:
- **Server Address**: [ftp.server.address]
- **Username**: [your requested username]
- **Desired Access Level**: [read/write]
I assure you that this access will be used solely for [specific purpose], and I will adhere to all security protocols and guidelines established by [Company/Organization Name].
Please let me know if you need any further information or documentation to process this request.
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Name]
[Your Position]
[Your Company/Organization Name]