[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient's Name]
[Recipient's Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I hope this message finds you well. I am writing to formally request access to the FTP server for [specific purpose or project]. This access is essential for [brief explanation of why you need access].
Please let me know if you require any further information to process this request.
Thank you for your attention to this matter. I look forward to your prompt response.
Sincerely,
[Your Name]
[Your Job Title]
[Your Company/Organization]
[Your Phone Number]