

[Your Name]
[Your Position]
[Your Company]
[Your Email Address]
[Your Phone Number]

[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Email Address]

Dear [Recipient's Name],

Subject: Request for FTP Access

I hope this message finds you well. I am writing to request FTP access to [specify the server or directory] for the purpose of [briefly state the reason, e.g., transferring files, conducting updates, etc.].

As part of my role in [your department or project], having access to these files will significantly enhance our ability to [explain how access will benefit your work or the project].

I understand the importance of data security and will ensure that all protocols and guidelines are followed. Please let me know if there are any forms or additional information you require to facilitate this request.

Thank you for considering my request. I look forward to your prompt response.

Best regards,

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