[Your Company Letterhead]
[Your Name]
[Your Position]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Client's Name]
[Client's Company Name]
[Client's Company Address]
[City, State, Zip Code]
Dear [Client's Name],
Subject: Request for FTP Access
I hope this message finds you well. In order to facilitate the ongoing collaboration between our teams and streamline the process of file transfer, we kindly request access to your FTP server.
We would like to request the following details:
- Server Address: [Insert FTP server address]
- Username: [Insert username]
- Password: [Insert temporary password]
- Port Number: [Insert port number if applicable]
This access will enable us to upload and download necessary documents efficiently and maintain an organized workflow. We assure you that the information will be handled securely and used solely for the purposes of our project.
Thank you for considering our request. Please let us know if you require any additional information or if there are specific procedures we should follow to gain this access.
Looking forward to your prompt response.
Best regards,
[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company Name]