

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for FTP Access

I hope this message finds you well.

I am writing to formally request access to the File Transfer Protocol (FTP) server for [specific purpose, e.g., transferring project files, collaboration]. This access is essential for [brief explanation of the reason for the request].

I would appreciate it if you could provide the necessary credentials and instructions for connecting to the FTP server. If there are any specific guidelines or protocols that I should follow, please let me know.

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

Sincerely,

[Your Name]
[Your Position]
[Your Company/Organization]