

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]

[Recipient's Name]
[Recipient's Company/Organization]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well! I am reaching out to request FTP access to [specific server or location] as we discussed. Access to these files will greatly assist in [briefly explain the purpose, e.g., completing the project, conducting research, etc.].

If possible, please provide the necessary credentials at your earliest convenience. If you need any additional information from my end, feel free to let me know.

Thank you for your assistance, and I look forward to hearing from you soon!

Warm regards,

[Your Name]
[Your Job Title] (if applicable)
[Your Company/Organization] (if applicable)
[Your Phone Number]