

[Your Name]
[Your Position]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Position]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for FTP Access Permission

I hope this message finds you well. I am writing to request FTP access to the [specific server or file directory] for the purpose of [explain the purpose, e.g., uploading files, data management, etc.].

Details of the request are as follows:

- ****Requested Username****: [Your desired username]
- ****Access Level Required****: [Read/Write/Read-Only]
- ****Duration of Access****: [Specify duration, if applicable]

This access will enable me to [explain how the access will help with your work, e.g., collaborate more effectively, streamline processes, etc.]. I assure you that I will adhere to all security protocols and guidelines in place.

Please let me know if you require any additional information or have any concerns regarding this request. I appreciate your consideration and look forward to your prompt response.

Thank you.

Best regards,

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