[Your Name]
[Your Title]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Recipient Company]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
I hope this message finds you well. I am writing to formally request FTP access to [specific server or directory name], as I require this access to [briefly state the purpose, e.g., upload/download files, maintain website, etc.].
For your reference, my details are as follows:
- Full Name: [Your Full Name]
- Department: [Your Department]
- User ID: [Your User ID, if applicable]
I assure you that I will adhere to all security protocols and guidelines while using the FTP access. If you need any additional information or have any questions, please do not hesitate to contact me.
Thank you for considering my request. I look forward to your prompt response.
Sincerely,
[Your Name]
[Your Job Title]
[Your Company]