

[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],

I hope this message finds you well. I am writing to formally request FTP access to [specific FTP server or directory name] for [specific purpose, e.g., project collaboration, data transfer, etc.].

As part of my role in [Your Department/Project Name], I will need to [briefly explain the reason for access]. Access to the FTP server will enable me to [describe how access will benefit the work or project].

I kindly request the necessary permissions to [list specific permissions needed, e.g., read, write, delete] from [start date] to [end date].

If you require any further information or documentation to process this request, please do not hesitate to let me know.

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

Best regards,

[Your Signature (if sending a hard copy)]
[Your Printed Name]