

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

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

Dear [Recipient Name],

Subject: FTP Request for Business Collaboration

I hope this message finds you well. I am writing to formally request access to your FTP server as part of our ongoing collaboration between [Your Company Name] and [Recipient Company Name].

We believe that sharing files through FTP will streamline our operations and enhance our workflow. Specifically, we would like to transfer [mention specific files or types of data] that are essential for [describe purpose].

Please provide the necessary credentials and any guidelines we should follow for accessing the FTP server. We appreciate your cooperation and look forward to your response.

Thank you for your attention to this matter.

Best regards,

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