

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

Dear [Recipient Name],

Subject: Request for FTP Access

I hope this message finds you well. I am writing to formally request access to the FTP server for [specific purpose or project name].

Details are as follows:

- Purpose of Access: [Brief description of the purpose]
- Required Data: [Specific files or data you need access to]
- Duration of Access: [Time period for which access is needed]

I assure you that all necessary precautions will be taken to maintain the integrity and security of the data accessed. Please let me know if there are any forms or procedures I need to complete in order to facilitate this request.

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

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]