

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to kindly request access to the FTP server for [specific purpose, e.g., project collaboration, file transfer, etc.].

Having access to the FTP would greatly facilitate our work, enabling us to [briefly explain how it will assist your project or collaboration]. If you need any further information or if there are forms or protocols to complete, please let me know. I would appreciate your assistance in this matter.

Thank you very much for considering my request. I look forward to your positive response.

Best regards,
[Your Name]
[Your Position]
[Your Company]