

Subject: Request for FTP Access

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to request FTP access for our project [Project Name] that requires file transfers for [specific purpose, e.g., data upload/download, collaboration, etc.].

Details of my request are as follows:

- **\*\*Username\*\***: [Your proposed username]
- **\*\*Required Access Level\*\***: [Read/Write]
- **\*\*Duration\*\***: [Specify if it's temporary or permanent]
- **\*\*IP Address\*\***: [Your IP address, if necessary]

Please let me know if you need any additional information to process this request.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]