

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

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

Dear [Recipient Name],

I am writing to request FTP access to [specific server or resource name].  
This access is necessary for [briefly explain purpose, e.g., file  
transfer, data retrieval].

Please let me know if you require any further information or  
documentation to process this request.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Company Name]