

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

[Recipient's Name]
[Recipient's Position]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: FTP Request Submission

I am writing to formally request access to the FTP server for [specific purpose or project name]. This access is critical for [briefly explain the reason for access].

Details of the requested access are as follows:

- User Name: [Your desired username]
- Purpose of Access: [Explain the purpose]
- Duration of Access: [Specify the time frame]

I understand and agree to comply with all security protocols and guidelines associated with FTP access.

Please let me know if you require any additional information or documentation to facilitate this request.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]
[Your Job Title] (if applicable)
[Your Company/Organization Name] (if applicable)