

# Access Request Letter

Date: **[Insert Date]**

[Your Name]  
[Your Position]  
[Your Department]  
[Your Company]  
[Your Email]  
[Your Phone Number]

To,  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]

Dear [Recipient's Name],

I am writing to formally request access to [specify the resource, system, or information needed] for the purpose of [explain reason/justification].

Having access to this resource will enable me to [describe how it will benefit your work or project]. I assure you that I will adhere to all relevant policies and guidelines while using this access.

Thank you for considering my request. Please let me know if you require any further information or documentation.

Sincerely,  
[Your Name]

[Your Signature (if sending a hard copy)]