

[Your Name]  
[Your Position]  
[Your Department]  
[Your Company]  
[Your Email Address]  
[Your Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[IT Department/Access Control Team]  
[Company Name]  
[Company Address]

Subject: NTFS User Access Request

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request user access to the NTFS (New Technology File System) for the following resource:

**\*\*Resource Name\*\*:** [Specific Folder or Drive Name]

**\*\*Access Level Required\*\*:** [Read, Write, Modify, etc.]

**\*\*Justification\*\*:** [Brief explanation of why access is needed and how it relates to your work]

**\*\*Duration of Access\*\*:** [Permanent/Temporary with specific dates, if applicable]

To assist with processing my request, I have ensured that all necessary approvals from my supervisor ([Supervisor's Name]) are in place and attached any relevant documentation where required.

Please let me know if you need any additional information or if there's a formal process that I should follow to expedite this request.

Thank you for your prompt attention to this matter.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]  
[Your Signature (if sending a hard copy)]