

[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: Request for NTFS Access Permission

I hope this message finds you well. I am writing to formally request NTFS access permission to the folder located at [specify path or name of folder] for the purpose of [briefly explain reason, e.g., project work, data analysis, collaboration].

As [your position or role] at [your company/organization], having access to this folder would greatly assist in [explain how it will help].

I appreciate your attention to this matter and look forward to your favorable response.

Thank you for considering my request.

Sincerely,

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