

[Your Name]  
[Your Position]  
[Your Company]  
[Your Email Address]  
[Your Phone Number]  
[Date]

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

Subject: RDP Access Request for Team Members

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request Remote Desktop Protocol (RDP) access for the following team members:

1. [Team Member 1 Name] - [Position/Role]
2. [Team Member 2 Name] - [Position/Role]
3. [Team Member 3 Name] - [Position/Role]

The nature of our current project requires these team members to have RDP access to effectively collaborate and complete their tasks. Granting this access will enhance our team's efficiency and ensure timely delivery of our objectives.

Please let me know if you need any further information or if there are forms or procedures we need to complete.

Thank you for considering this request.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]