

[Your Name]  
[Your Position]  
[Your Company]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Vendor Company Name]  
[Vendor Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Remote Desktop Protocol (RDP) Access

I hope this message finds you well. I am writing to formally request Remote Desktop Protocol (RDP) access for [Vendor Company Name] to facilitate [specific purpose, e.g., software installation, maintenance, support, etc.].

Details of the RDP access request are as follows:

- **\*\*Reason for Access\*\***: [Briefly explain the reason]
- **\*\*Duration of Access Required\*\***: [Specify the period]
- **\*\*Systems and Resources to be Accessed\*\***: [List the systems or resources]

Please ensure that all necessary security protocols and guidelines are adhered to during this process. Should you require any further information to process this request, do not hesitate to reach out. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

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