

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

Dear [Recipient's Name],

Subject: Request for Remote Access Using VNC Viewer

I hope this message finds you well. I am writing to request permission to use VNC Viewer for remote access to [specific system or device] in order to [state the purpose, e.g., perform maintenance, provide support, etc.]. This tool will allow me to efficiently [explain brief reasons or benefits, e.g., troubleshoot issues, manage files, etc.]. The remote connection will protect the integrity of our systems while ensuring a smooth operation.

Please let me know if you require any further information or documentation to facilitate this request. I appreciate your consideration and look forward to your approval.

Thank you for your attention.

Best regards,

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