

[Your Name]

[Your Position]

[Your Department]

[Your Company]

[Your Email]

[Date]

[IT Department/IT Manager's Name]

[IT Department]

[Your Company]

Dear [IT Department/IT Manager's Name],

I hope this message finds you well.

I am writing to request access to the VNC server for [specific reason, e.g., remote access to work on an important project]. Having access to the VNC server will greatly enhance my ability to [describe how this access will improve your workflow or productivity].

Please let me know if you require any further information to process this request or if there are any forms I need to complete.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Phone Number]