

[Your Name]
[Your Job Title]
[Your Department]
[Your Company]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient Name]
[Recipient Job Title]
[Recipient Department]
[Company]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],
Subject: VDI Login Request

I hope this message finds you well. I am writing to formally request login access to the Virtual Desktop Infrastructure (VDI) system for my role as [Your Job Title] in the [Your Department]. Having access to VDI is essential for me to [briefly explain why you need access, e.g., perform specific duties, access necessary tools, collaborate with a team, etc.].

Please let me know if you require any further information or documentation to process my request. I appreciate your prompt assistance with this matter.
Thank you for your attention.

Best regards,
[Your Signature (if sending a hard copy)]
[Your Name]
[Your Job Title]