

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

Dear [Recipient's Name],

Subject: Request for VDI Login Credentials

I hope this message finds you well.

I am writing to request access to the Virtual Desktop Infrastructure (VDI) for [specific purpose, e.g., project work, development purposes]. Having access to the VDI will greatly facilitate my ability to [mention how it will help with your work].

Please let me know the necessary steps or documentation required for this process. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Job Title]

[Your Company]