

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

Dear [Recipient Name],

Subject: Request for VDI Login Permissions

I hope this message finds you well. I am writing to formally request access to the Virtual Desktop Infrastructure (VDI) for [specific project or reason]. Having VDI access will enable me to [explain how VDI access will assist your work, e.g., enhance collaboration, access essential applications, etc.].

I understand the importance of data security and assure you that I will adhere to all company policies regarding the use of VDI resources. Please let me know if additional information is needed to process my request. Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Job Title]  
[Your Department]  
[Your Company Name]