

[Your Name]
[Your Position]
[Your Department]
[Your Company]
[Your Email Address]
[Your Phone Number]
[Date]
[Recipient's Name]
[Recipient's Position]
[IT Department/Relevant Department]
[Company Name]

Subject: Request for VDI Login Access

Dear [Recipient's Name],

I hope this message finds you well.

I am writing to request access to the Virtual Desktop Infrastructure (VDI) for my role in [Your Department]. The VDI access is crucial for me to effectively perform my tasks related to [briefly explain your responsibilities that require VDI access].

Please find my details below:

- Employee ID: [Your Employee ID]
- Department: [Your Department]
- Supervisor: [Your Supervisor's Name]

I kindly ask you to initiate the process to grant me access at your earliest convenience. If you require any further information or documentation, please do not hesitate to contact me.

Thank you for your assistance.

Best regards,

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