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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request assistance with the setup of VNC Viewer for remote access to [specific computer or system name].

To get started, I have completed the following steps:

1. Installed VNC Viewer on my device.
2. Obtained the IP address of the remote machine.
3. Enabled remote access on the target computer.

Please guide me on the next steps required to successfully connect and configure the VNC settings. If there are any specific parameters or configurations necessary, I would appreciate your insights.

Thank you for your assistance. I look forward to your prompt response.

Best regards,

[Your Name]
[Your Job Title/Position]
[Your Company/Organization Name]