

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Invitation to Access via VNC Viewer

I hope this message finds you well. I am writing to invite you to access my computer remotely using VNC Viewer. This will allow us to collaborate efficiently and address any technical issues we may have.

Please find the necessary details below to connect:

- VNC Server Address: [IP Address or Hostname]
- Port: [Port Number]
- Access Password: [Password]

I recommend that you download VNC Viewer from the official website if you haven't done so already. Should you require any assistance during the setup or connection process, please do not hesitate to reach out.

Looking forward to our collaboration.

Best regards,

[Your Name]
[Your Job Title]
[Your Company]
[Your Company Website]