

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

Dear [Recipient Name],

Subject: VNC Server Credentials Request

I hope this letter finds you well. I am writing to formally request the VNC server credentials necessary for [specific purpose or task, e.g., remote access for system maintenance or support].

For your reference, my details are as follows:

- Username: [Your Username]
- Device ID: [Your Device ID or relevant identifier]

If you could kindly provide the following information at your earliest convenience, I would greatly appreciate it:

1. VNC Server IP Address:
2. Port Number:
3. Access Password:

Please let me know if you require any additional information or further documentation to process this request.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position]