

Your Name
Your Position
Your Company
Your Address
City, State, ZIP Code
Your Email
Your Phone Number
Date

[Recipient's Name]
[Recipient's Position]
[Recipient's Company]
[Recipient's Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I am writing to formally request access to the [specific database name] for [specific purpose of access]. As a [your position] at [your company], I believe that accessing this database will significantly enhance our capabilities in [explain the benefit or project].

Please let me know if you need any further information or documentation to facilitate this request. I appreciate your consideration and look forward to your positive response.

Thank you.

Sincerely,
Your Name
Your Position
Your Company