

# Request for Database Access Clearance

[Your Name]

[Your Position]

[Your Department]

[Your Contact Information]

[Date]

To [Recipient's Name],  
[Recipient's Position]  
[Company/Organization Name]  
[Company/Organization Address]

Dear [Recipient's Name],

I am writing to formally request clearance to access the [specific database name or description] database. As part of my role in [your department], I require access to this database to [briefly explain the purpose of your request, e.g., perform data analysis, generate reports, support a project].

I assure you that I will adhere to all guidelines and protocols regarding data use and confidentiality. My access will be strictly for professional purposes and will be managed in accordance with company policies.

Thank you for considering my request. I am looking forward to your positive response.

Sincerely,  
[Your Name]  
[Your Position]