Network Access Restoration Request

Date: [Insert Date]

To: [IT Department/Network Administrator]

From: [Your Name]

Position: [Your Position]

Department: [Your Department]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [IT Department/Network Administrator],

I hope this message finds you well. I am writing to formally request the restoration of network access for our temporary staff member, [Temporary Staff Member's Name], who has recently joined the team in the [Department/Project Name].

[Temporary Staff Member's Name] requires access to the following systems and resources:

- [Resource 1]
- [Resource 2]
- [Resource 3]

Please let me know if you require any further information or documentation to facilitate this process. We appreciate your prompt attention to this matter, as it is crucial for [Temporary Staff Member's Name] to have access to the necessary tools to effectively contribute to our projects.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Position]

[Your Department]