VPN Access Request

Date: [Insert Date]

[Your Name]

[Your Job Title]

[Your Company]

[Your Email]

[Your Phone Number]

To: [IT Department/Manager's Name]

[Company Name]

[Company Address]

Dear [IT Department/Manager's Name],

I am writing to formally request access to the company's Virtual Private Network (VPN) to ensure the confidentiality and security of client information while I work remotely.

Due to the nature of my responsibilities, I frequently handle sensitive client data that requires secure access to our internal systems. Granting me VPN access will enable me to fulfill my duties effectively while maintaining the highest level of confidentiality.

Thank you for considering my request. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]