

# Request for VPN Access

Date: [Insert Date]

To: [Recipient's Name]

Title: [Recipient's Title]

Company: [Company Name]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request access to the company's Virtual Private Network (VPN) for secure and encrypted connectivity.

As [Your Job Title] in the [Your Department], I often require remote access to our internal resources to effectively perform my duties, especially while working from home or while traveling. Having VPN access would greatly enhance my productivity and ensure that all communications remain secure.

I assure you that I will adhere to all company policies regarding VPN use and data security. If necessary, I am available for any additional training or orientation regarding the VPN system.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Department]

[Your Contact Information]