

# VPN Access Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for VPN Access

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request access to the company's VPN as I will be working on [specific project or task] starting from [start date]. As a freelancer, having secure access to the company's resources is essential for me to perform my duties effectively.

My details are as follows:

- Full Name: [Your Full Name]
- Project/Task: [Project Name]
- Duration: [Start Date] to [End Date]
- Email: [Your Email]

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

Best regards,

[Your Name]

[Your Contact Information]