

VPN Access Request for Remote Work

Date: [Insert Date]

To: [Insert Manager's Name]

From: [Insert Your Name]

Subject: Request for VPN Access

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request VPN access to facilitate my remote work capabilities. As we continue to adapt to the evolving work environment, having secure and reliable access to our organization's network is essential for efficient productivity.

My primary tasks will include [briefly outline tasks such as accessing files, utilizing company software, or participating in virtual meetings], all of which require secure connectivity to our internal systems.

If approved, I will adhere to all security protocols and guidelines related to the use of the VPN. Please let me know if you require any further information or documentation to process this request.

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

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]