

VPN Access Request

Date: [Insert Date]

To: [Manager's Name]

From: [Your Name]

Subject: Request for VPN Access

Dear [Manager's Name],

I hope this message finds you well. I am writing to request access to the company VPN to facilitate better collaboration with our team, especially during remote work periods.

Having VPN access will enable me to securely access our internal resources, participate in meetings, and contribute effectively to our ongoing projects without any interruptions.

Please let me know if any additional information is required for the approval process.

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

Best regards,

[Your Name]

[Your Job Title]

[Your Contact Information]