

# Access Request for Accounting Software

Date: [Insert Date]

To: [Manager's Name]

[Company Name]

[Company Address]

Dear [Manager's Name],

I hope this message finds you well. I am writing to formally request access to the [Accounting Software Name] for our new employee, [New Employee's Name], who will be joining us as [New Employee's Job Title] starting [Start Date].

As part of their role, [New Employee's Name] will require access to the accounting software to perform necessary tasks, including [briefly outline key responsibilities related to accounting software].

Please grant [New Employee's Name] the necessary permissions at your earliest convenience. Their details are as follows:

- Full Name: [New Employee's Name]
- Job Title: [New Employee's Job Title]
- Email: [New Employee's Email]
- Start Date: [Start Date]

Thank you for your attention to this matter. If you require any further information, please do not hesitate to contact me.

Sincerely,

[Your Name]

[Your Job Title]

[Your Contact Information]