

# Network Access Request

Date: [Date]

To: [Vendor Name]

From: [Your Company Name]

Subject: Network Access Communication for External Vendors

Dear [Vendor Contact Name],

We are pleased to inform you that your request for network access has been approved. In order to ensure a smooth connection, please adhere to the following guidelines:

- Access will be granted from [Start Date] to [End Date].
- Please ensure that your team complies with our security protocols.
- All access must be monitored and any irregular activity reported immediately.
- Provision for technical support will be available during business hours.

If you have any questions or require further assistance, please feel free to reach out to us at [Your Contact Information].

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Contact Information]