

Network Access Request

Date: [Insert Date]

To: [School IT Department]

Dear [IT Manager's Name],

I am writing to request network access for the staff involved in the after-school program at [School Name]. This access is essential for the staff to effectively communicate, collaborate, and manage resources related to the program.

The following staff members require access:

- [Staff Member 1 Name, Position]
- [Staff Member 2 Name, Position]
- [Staff Member 3 Name, Position]

Please provide them with the necessary permissions to access the school's network and any relevant applications needed for our after-school activities.

Thank you for your attention to this matter. Should you need any further information, please feel free to contact me.

Sincerely,

[Your Name]

[Your Position]

[Contact Information]

[School Name]