

Network Access Request

Date: [Insert Date]

To: [Technology Support Staff Name]

[School Name]

[School Address]

Dear [Technology Support Staff Name],

I am writing to request access to the school network for the purpose of [briefly explain reason, e.g., preparing lesson plans, accessing educational resources, etc.]. As a [your position, e.g., teacher, administrator, etc.], it is essential for me to have this access to effectively perform my duties.

Please find my details below:

- Name: [Your Name]
- Position: [Your Position]
- Email: [Your Email]
- Contact Number: [Your Contact Number]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position]