

To: [Name of IT Manager/System Administrator]

From: [Your Name]

Date: [Current Date]

Subject: Access Request for Agency Candidate Database Software

Dear [Recipient Name],

I am writing to formally request access to the [Name of Candidate Database/ATS Software].

As part of my role as [Your Job Title] within the [Department Name] team, I require access to this system to perform the following duties:

- Reviewing active candidate profiles
- Managing recruitment pipelines
- Updating applicant statuses
- Generating hiring reports

Please provide me with the necessary login credentials and instructions for initial setup. If there are specific security protocols or training modules I need to complete prior to access, please let me know.

Thank you for your assistance.

Best regards,

[Your Name]

[Your Employee ID]

[Your Email Address]