

Subject: Request for Access to Applicant Tracking System (ATS)

Dear [Manager Name/IT Administrator Name],

I am writing to formally request access to the [Company Name] Applicant Tracking System (ATS).

As part of my role as [Your Job Title] in the [Your Department] department, I require access to manage the following tasks:

- Reviewing job applications and resumes.
- Moving candidates through the recruitment workflow.
- Scheduling interviews and providing feedback.
- Posting new job descriptions.

Please provide me with the necessary login credentials and any internal documentation regarding system usage and permissions.

Thank you for your assistance.

Best regards,

[Your Name]
[Your Job Title]
[Your Email Address]
[Your Phone Number]