

[Your Name]  
[Your Position]  
[Your Company/Organization]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Recipient Company/Organization]  
[Recipient Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for Router Configuration Change

I hope this message finds you well. I am writing to request a change in the router configuration for [specific router name or location].

The proposed changes are as follows:

1. **\*\*Current Configuration:\*\*** [Briefly describe the current settings or configurations]
2. **\*\*Requested Changes:\*\***
  - [Specify the first change]
  - [Specify the second change]
  - [Additional changes if necessary]

The reason for this change is [provide a brief explanation for the need of the changes, such as improving network performance, security enhancements, etc.].

Please let me know if you require any further details or if a meeting is necessary to discuss this matter. I appreciate your prompt attention to this request and look forward to your response.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization]