

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

Dear [Recipient Name],

Subject: DNS Server Configuration

I hope this message finds you well.

I am writing to inform you about the upcoming configuration of our DNS server. The details of the configuration are as follows:

****1. Server Address:****

- [Primary DNS Server IP Address]
- [Secondary DNS Server IP Address]

****2. DNS Records to be Added/Updated:****

- [Type of record (A, AAAA, CNAME, MX, etc.)]
- [Record Name/Host]
- [Record Value/Content]
- [TTL (Time to Live)]

****3. Changes Timeline:****

- [Start Date]
- [End Date/Duration]

****4. Points of Contact:****

- [Your Name/Team Name]
- [Contact Information]

Please confirm your availability for a brief discussion regarding this configuration or let me know if you require any additional information. Thank you for your attention to this matter.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Printed Name]