

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Notification of Changes in DNS Server Settings

We would like to inform you about an upcoming change to our DNS server settings, effective [effective date]. This change is necessary to enhance our network security and improve overall performance.

The new DNS server details are as follows:

- Primary DNS Server: [Primary DNS IP Address]

- Secondary DNS Server: [Secondary DNS IP Address]

Please ensure that your systems are updated accordingly to guarantee uninterrupted access to our services.

If you have any questions or require further assistance, do not hesitate to contact us at [contact information].

Thank you for your understanding and cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]

[Your Email Address]