

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: DNS Server Migration Notification

I hope this message finds you well. We are writing to inform you that [Your Company Name] will be migrating our DNS servers to a new infrastructure on [scheduled migration date]. This upgrade is part of our ongoing efforts to improve service reliability and performance for our users.

The migration process will commence on [start time] and is expected to conclude by [end time]. During this window, there may be brief disruptions in service availability, but we will do our utmost to minimize any impact on your operations.

We recommend that you take the following actions to ensure a smooth transition:

- Update your DNS records as needed.
- Review your current configurations for compatibility.
- Contact our support team if you have any questions or concerns.

We appreciate your understanding and cooperation during this important migration. If you have any questions, please do not hesitate to reach out to us at [contact information].

Thank you for your continued partnership.

Best regards,

[Your Name]

[Your Title]

[Your Company Name]

[Your Phone Number]

[Your Email Address]