[Your Company Letterhead]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Company]
[Recipient's Address]
Dear [Recipient's Name],
Subject: DNS Server User Access Control
We are implementing new access control measures for our DNS server to enhance security and ensure efficient management of our network resources. This letter serves as a formal notice regarding the user access controls that will take effect on [Effective Date].
Access Levels:
1. **Administrator Access**: Full control over DNS records and server configurations.
2. **Editor Access**: Permission to modify DNS records but not server configurations.
3. **Viewer Access**: Read-only access to DNS records.
Action Required:
Please review the access level assigned to your account and submit any requests for changes by [Request Deadline]. Access requests will be evaluated based on the necessity and compliance with our security policies.
For your reference, the policy document detailing these changes is attached. Should you have any questions or require further clarification, do not hesitate to contact [Contact Person's Name] at [Contact Email] or [Contact Phone Number].
Thank you for your cooperation in maintaining the security of our network.
Sincerely,
[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]