

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

[City, State, Zip Code]

Subject: FQDN Notification

Dear [Recipient's Name],

We are writing to inform you that [Your Company Name] will be implementing changes to the Fully Qualified Domain Name (FQDN) associated with [specific service, application, or system].

Effective [start date], the FQDN will change from [old FQDN] to [new FQDN]. This change is necessary due to [reason for the change].

Please ensure that any systems, applications, or services that rely on the previous FQDN are updated accordingly to avoid disruptions.

For further details or assistance, feel free to contact us at [your contact information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Contact Information]