

[Your Organization's Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Organization]

[Recipient Address]

[City, State, Zip Code]

Subject: Request for Fully Qualified Domain Name (FQDN)

Dear [Recipient Name],

I hope this message finds you well.

We are writing to formally request the assignment of a Fully Qualified Domain Name (FQDN) for our organization, [Your Organization Name]. The intended purpose of this FQDN is [briefly explain purpose, e.g., hosting a website, email services, etc.].

Details of the requested FQDN:

- Desired FQDN: [example: www.yourorganization.com]

- Purpose: [brief explanation]

- Technical Contact: [Name, Title, Email, Phone Number]

We understand the importance of maintaining proper records and compliance with applicable regulations. Therefore, we are prepared to provide any additional information required to facilitate this request.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Organization Name]

[Your Organization Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]