

[Your Name]
[Your Position]
[Your Company/Organization Name]
[Your Company Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]

[Recipient's Name]
[Recipient's Position]
[Recipient's Company/Organization Name]
[Recipient's Company Address]
[City, State, ZIP Code]

Subject: FQDN Ownership Confirmation

Dear [Recipient's Name],

I am writing to confirm the ownership of the Fully Qualified Domain Name (FQDN) [yourdomain.com].

As the authorized representative of [Your Company/Organization Name], I affirm that we are the legitimate owners of the domain and have the right to make all necessary configurations and changes to it.

Please find below the relevant details for your records:

- FQDN: [yourdomain.com]
- Registration Date: [date]
- Registrar: [registrar name]
- Contact Information: [phone number & email address]

We appreciate your assistance in this matter. Should you require any further information or documentation, please do not hesitate to contact me directly.

Thank you for your attention to this request.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization Name]