

[Your Name]  
[Your Position]  
[Your Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Domain Registrar/Organization Name]  
[Registrar Address]  
[City, State, Zip Code]

Subject: FQDN Registration Request

Dear [Recipient Name],

I am writing to formally request the registration of a Fully Qualified Domain Name (FQDN) for our organization. Below are the details for the registration:

- **\*\*Desired FQDN\*\***: [yourdomain.example]
- **\*\*Purpose of Domain\*\***: [Brief description of how the domain will be used]
- **\*\*Technical Contact\*\***:
  - Name: [Contact Name]
  - Email: [Contact Email]
  - Phone: [Contact Phone Number]
- **\*\*Administrative Contact\*\***:
  - Name: [Admin Name]
  - Email: [Admin Email]
  - Phone: [Admin Phone Number]

Please let us know if any additional information is required to process this request. We appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company/Organization Name]