

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Usage of Fully Qualified Domain Name (FQDN)

We are writing to inform you about the implementation and usage of Fully Qualified Domain Names (FQDNs) within our network infrastructure. As part of our ongoing efforts to enhance security and improve our services, it is essential to adhere to best practices concerning domain management. The FQDN provides precise addressing for devices within the network and ensures reliable communication between client and server. Our team will be using the following FQDNs:

1. [example1.yourcompany.com]

2. [example2.yourcompany.com]

3. [example3.yourcompany.com]

Please ensure that all references to our network services utilize these FQDNs to avoid any discrepancies. For any questions or further clarifications regarding FQDN usage, feel free to reach out to us at [your contact information].

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]

[Optional: Enclosure]