

[Your Company Letterhead]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company Name]

[Recipient Address]

[City, State, Zip Code]

Subject: FQDN Verification Request

Dear [Recipient Name],

I hope this letter finds you well.

We are in the process of verifying the Fully Qualified Domain Name (FQDN) associated with our services to ensure compliance and security standards.

We kindly request your assistance in confirming the following details:

- FQDN: [Your FQDN]
- Associated IP Address(es): [Your IP Address(es)]
- Domain Registration Information: [Registrar Name, Registration Date, etc.]

Verification of this information is essential for our ongoing procedures and to enhance our operational integrity. If you could provide confirmation or any additional relevant details at your earliest convenience, we would greatly appreciate it.

Thank you for your cooperation. Should you have any questions or require further clarification, please do not hesitate to contact us.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]