

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

Dear [Recipient Name],

Subject: Request for Fully Qualified Domain Name (FQDN)

I hope this message finds you well. I am writing to formally request the allocation of a Fully Qualified Domain Name (FQDN) for [specific purpose or project].

Details of the requested FQDN:

- Desired Domain Name: [proposed.domain.name]
- Purpose: [explain the purpose of the domain]
- Duration: [time period for which the FQDN is needed]

Please let me know if there are any forms or additional information required to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

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