

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

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

Subject: IP Address Transfer Request

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the transfer of the IP address [insert IP address] from [current owner/organization name] to [new owner/organization name].

Details of the transfer are as follows:

- Current IP Address: [insert IP address]
- Current Owner: [current owner/organization name]
- New Owner: [new owner/organization name]
- Reason for Transfer: [brief explanation of reason]

Please find attached all necessary documentation to facilitate this transfer, including [list any documents, if applicable].

I would appreciate your prompt attention to this request. Should you require any further information or clarification, please do not hesitate to contact me at [your phone number/email address].

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Position, if applicable]
[Your Company/Organization Name, if applicable]