

[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 IP Address Assignment

I hope this letter finds you well. I am writing to formally request the assignment of an IP address for our organization, [Your Company/Organization Name].

We require this IP address for [briefly explain the purpose, e.g., new server installation, network expansion, etc.]. This is a crucial step in ensuring that our [systems/network] operate efficiently and without interruption.

We would appreciate it if you could provide us with an IP address from the available pool at your earliest convenience. Kindly let us know if you require any additional information or documentation to process our request.

Thank you for your attention to this matter. We look forward to your prompt response.

Sincerely,

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