

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: IP Address Approval Request

Dear [Recipient Name],

I am writing to formally request the approval for the allocation of the following IP address: [IP Address].

Details of the request are as follows:

- ****Purpose of Use:**** [Brief explanation of how the IP address will be used]

- ****Duration of Use:**** [Specify duration]

- ****Assigned to:**** [Department/Team Name]

- ****Contact Information:**** [Your Name, Title, Email, Phone Number]

We appreciate your attention to this matter and look forward to your prompt response. Please feel free to reach out if you require any additional information.

Thank you for your consideration.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]