

[Your Name]  
[Your Title]  
[Your Company/Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Company/Organization]  
[Address Line 1]  
[Address Line 2]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for IP Address Acquisition

I hope this message finds you well. I am writing to formally request the acquisition of an IP address for our [specific project/initiative] at [Your Company/Organization].

Details of the request are as follows:

- **Type of IP Address**: [IPv4/IPv6, Public/Private]
- **Number of Addresses Required**: [Number]
- **Intended Use**: [Brief description of how the IP address will be used]
- **Timeline for Acquisition**: [Specify deadline, if applicable]

We believe that obtaining this IP address will greatly enhance our capabilities and allow us to [mention benefits or goals related to the acquisition].

Please let us know the necessary steps to proceed with this request and if you require any additional documentation or information from our end. Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Company/Organization]