

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

Dear [Recipient Name],

Subject: IP Address Allocation Request

I hope this letter finds you well. I am writing to formally request the allocation of IP addresses for our [project/network/organization] that aims to [briefly describe the purpose or need].

We require [specify number of IP addresses] IPv4/IPv6 addresses to support [describe what the addresses will be used for]. The details are as follows:

- **Organization Name:** [Your Organization Name]
- **Contact Person:** [Your Contact Person Name]
- **Contact Email:** [Your Contact Person Email]
- **Contact Phone:** [Your Contact Person Phone]
- **Justification for IP Address Allocation:** [Provide a brief justification]

We appreciate your assistance in this matter and are looking forward to your prompt response. Please let us know if you require any additional information or documentation to process this request.

Thank you for your attention to this matter.

Sincerely,

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