

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

Dear [Recipient Name],

I hope this message finds you well.

I am writing to formally request the assignment of an IP address for our organization, [Your Company/Organization Name], due to [brief explanation of the need for the IP address, e.g., expansion of services, new projects, etc.].

We require an IP address in order to [explain what the IP address will be used for, e.g., support new systems, enhance network performance, etc.].

Our current setup has limitations that necessitate this update.

For your reference, our network specifications are as follows:

- Current IP range: [e.g., 192.168.1.0/24]
- Desired IP address: [specific IP address requested, if applicable]
- Purpose: [short description of the intended use]

Please let us know if you require any further information or documentation to expedite this process. We appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Best regards,

[Your Signature (if sending a hard copy)]

[Your Typed Name]

[Your Job Title]

[Your Company/Organization Name]