

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

Dear [Recipient Name],

I am writing to formally request the allocation of a static IP address for [Your Company/Organization Name]. We have been utilizing your services for [duration] and have experienced a reliable connection and exceptional support.

Due to [reason for needing a static IP address, e.g., hosting a website, setting up remote access, etc.], we require a static IP address to ensure consistent connectivity and improved access management.

Please let us know the necessary steps we need to take to initiate this request and any associated costs. We appreciate your prompt attention to this matter.

Thank you for your assistance.

Sincerely,

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