

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

Dear [Recipient Name],

Subject: Notification of IP Address Change

I hope this message finds you well. We are writing to inform you that [Your Company/Organization] will be changing its IP address as part of our ongoing network improvements.

**\*\*New IP Address:\*\*** [New IP Address]

**\*\*Effective Date:\*\*** [Date of Change]

This change is necessary to enhance our service capabilities and improve security measures. Please ensure that your systems are updated accordingly to prevent any disruption in service.

If you have any questions or need further assistance, please do not hesitate to contact me directly.

Thank you for your attention to this matter.

Best regards,

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