

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

Dear [Recipient's Name],

Subject: Request for IP Address Reassignment

I hope this message finds you well. I am writing to formally request the reassignment of the IP address [current IP address] to [new IP address]. The reason for this request is [brief explanation of the reason for reassignment, e.g., network redesign, hardware upgrade, etc.]. We anticipate that this reassignment will help improve our network performance and ensure better connectivity for our users.

Please let me know if you require any further information or documentation to process this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

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