

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company/Organization]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Notification of IP Address Assignment

We are pleased to inform you that the following IP address(es) have been assigned to your organization as part of our network services:

- \*\*Assigned IP Address(s):\*\* [List of IP addresses]
- \*\*Subnet Mask:\*\* [Subnet mask]
- \*\*Assigned Date:\*\* [Date of assignment]

Please ensure that these IP addresses are utilized in compliance with our network policies. If you have any questions or require further assistance, do not hesitate to contact us.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Company/Organization]

[Your Contact Information]