

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

Dear [Recipient Name],

Subject: Request for IP Address Documentation

I hope this message finds you well. I am writing to formally request documentation regarding the IP addresses associated with [specific purpose or project, if applicable].

As part of our ongoing efforts to ensure compliance and optimize our network infrastructure, we require detailed information about the IP address allocations, including [specify any specific details you need, such as range, allocation dates, or usage statistics].

We would appreciate your cooperation in providing this information by [specify a deadline if necessary]. Should you need any further details or clarification regarding our request, please feel free to contact me directly at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]  
[Your Title]  
[Your Organization]