

[Your Name]  
[Your Position]  
[Your Company]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

[Recipient Name]  
[Recipient Position]  
[Recipient Company]  
[Recipient Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Request for FQDN Approval

I hope this message finds you well. I am writing to formally request your approval for the Fully Qualified Domain Name (FQDN) [insert FQDN here] that we intend to implement for [briefly explain the purpose or project]. This FQDN will allow us to [briefly describe the benefits or goals associated with the FQDN]. We have conducted a thorough assessment and believe that this implementation will significantly contribute to our operational objectives.

Please find attached any necessary documentation for your review. We appreciate your attention to this request and look forward to your prompt approval.

Thank you for your cooperation and support.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position]  
[Your Company]