

[Your Company Letterhead]

[Date]

[Recipient's Name]

[Recipient's Title]

[Recipient's Company/Organization]

[Recipient's Address]

Subject: FQDN Change Request

Dear [Recipient's Name],

I am writing to formally request a change to the Fully Qualified Domain Name (FQDN) for our system/application located at [Current FQDN]. We would like to change it to [New FQDN].

****Reason for Change:****

[Briefly explain the reason for the change, such as rebranding, system upgrades, security improvements, etc.]

****Impact Assessment:****

[Describe any expected impact the change may have on users, services, or systems. Include any necessary downtime or user notification details.]

****Timeline:****

We would like to implement this change on [Proposed Date]. Please let us know if this date works for you or if there are any conflicts.

****Approval:****

Please provide your approval for this change and confirm if any additional information or steps are required on our part.

Thank you for considering our request. We look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization]

[Your Contact Information]

[Your Email Address]