

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: FQDN Request for [Your Business Name]

I hope this message finds you well. We are writing to formally request the allocation of a Fully Qualified Domain Name (FQDN) for our business operations.

Business Name: [Your Business Name]

Desired FQDN: [Your Desired Domain Name]

The purpose of this FQDN is to [briefly explain the purpose, e.g., to enhance our online presence, improve our branding, facilitate client access to services, etc.].

We appreciate your consideration of our request and look forward to your positive response. Should you require any additional information or documentation, please do not hesitate to contact us at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Business Name]

[Your Business Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]