

[Your Company's Letterhead]

[Date]

[Recipient's Name]

[Recipient's Position]

[Recipient's Company]

[Recipient's Address]

Dear [Recipient's Name],

Subject: Request for FQDN Modifications

We hope this letter finds you well.

We are writing to formally request modifications to the Fully Qualified Domain Name (FQDN) associated with our account, as follows:

****Current FQDN:**** [current.fqdn.example.com]

****Requested FQDN:**** [new.fqdn.example.com]

The reason for this modification is [brief explanation of the need for changes, e.g., rebranding, restructuring, etc.].

We understand that this request may require your team's attention and processing. Please let us know if there are any forms or documentation needed from our side to facilitate this change.

We appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your time and consideration.

Sincerely,

[Your Name]

[Your Position]

[Your Company's Name]

[Your Contact Information]

[Your Email Address]