[Your Organization's Letterhead]
[Date]
[Support Staff Name]
[Support Staff Title]
[Department/Team Name]
[Organization Name]
Dear [Support Staff Name],
Subject: PXE Client Configuration Instructions
I hope this message finds you well. As part of our ongoing efforts to streamline our network booting processes, we have initiated the configuration of PXE (Preboot Execution Environment) clients across our systems. Below are the essential steps and configurations required for successful implementation.

PXE Client Configuration Steps:

1. **Network Configuration:**
 - Ensure the device is connected to the network with DHCP enabled.
 - Verify that the boot order in BIOS is set to boot from the network first.

2. **DHCP Server Setup:**
 - Confirm that the DHCP server is configured to provide PXE options 66 (Boot Server Host Name) and 67 (Bootfile Name).

3. **TFTP Server Configuration:**
 - Ensure that the TFTP service is running on the designated server.
 - Place the necessary boot files (e.g., pxelinux.0, kernel, initrd) in the correct directory for TFTP access.

4. **Testing the PXE Boot:**
 - Reboot the client device and monitor the boot process.
 - Confirm that the client successfully obtains an IP address and retrieves the boot file from the TFTP server.

5. **Troubleshooting:**
 - If the PXE boot fails, check network connections, server availability, and file paths.
 - Review server logs for any error messages or indications of failure.

Please ensure that all configurations are completed by [insert deadline date]. Should you encounter any issues or have questions during the setup, do not hesitate to reach out for support.
Thank you for your attention to this matter.
Best regards,
[Your Name]
[Your Title]
[Your Department]
[Contact Information]
[Organization Name]
[Organization Website]
[Optional: Attachment with detailed configuration guide]