[Your Company Letterhead]
[Date]
[Technician's Name]
[Technician's Address]
[City, State, Zip Code]
Dear [Technician's Name],
Subject: PXE Configuration Instructions
We are implementing a new PXE (Preboot Execution Environment) configuration to enhance our system deployment process. Below are the instructions you will need to configure PXE successfully.

1. Verify Network Connectivity
- Ensure that the workstation is connected to the network.
- Check that the DHCP server is operational.

2. Configure DHCP Server
- Assign the PXE server's IP address in the DHCP settings.
- Add the following options:
 - Option 66: PXE Server Name (IP Address)
 - Option 67: Boot File Name (e.g., pxelinux.0)

3. Set Up TFTP Server
- Install and configure TFTP (Trivial File Transfer Protocol) on the PXE server.
- Place boot files in the designated TFTP directory (e.g., /var/lib/tftpboot/).

4. Create Boot Menu
- Modify menu configuration file (e.g., /var/lib/tftpboot/pxelinux.cfg/default) to include available options.

5. Testing the PXE Boot Process
- Reboot the workstation.
- Ensure it attempts to boot from the network.
- Monitor for successful transfer of boot file and loading of operating system.

6. Documentation and Reporting
- Document any issues encountered during the configuration.
- Report successful configuration and any anomalies to the IT Support Manager.

If you have any questions or require assistance, please feel free to contact me at [Your Phone Number] or [Your Email Address].
Thank you for your attention to this matter.
Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]
[Your Contact Information]