

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: PXE Environment Setup

I hope this letter finds you well. We are writing to inform you about the upcoming PXE (Preboot Execution Environment) setup that is scheduled to take place on [insert date]. This configuration will enhance our network booting and system deployment capabilities across our organization.

The PXE setup will include the following steps:

1. ****Configuration of DHCP Server****: We will configure the DHCP server to provide network boot information to clients.
2. ****TFTP Server Setup****: A TFTP server will be established to manage the transfer of boot images.
3. ****Boot Image Preparation****: Necessary boot images will be prepared and stored on the server for client access.
4. ****Client Testing****: We will proceed with testing the PXE boot process on multiple client machines to ensure seamless functionality.

Please confirm your availability for a kickoff meeting on [insert date/time] to discuss the details and to address any concerns you may have regarding this setup.

Thank you for your cooperation.

Best regards,

[Your Name]

[Your Title]

[Your Company]

[Your Email]

[Your Phone Number]