

[Your Company Letterhead]

[Your Name]

[Your Job Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Certification Authority Name]

[Certification Authority Address]

[City, State, Zip Code]

Subject: Request for TLS Certification Renewal

Dear [Certification Authority Contact Name],

I hope this message finds you well. I am writing to request the renewal of our TLS certification for [Your Domain/Service Name]. Our current certificate is set to expire on [Expiration Date], and we would like to ensure the continuity of our secure communications.

Please find the necessary information below for the renewal process:

- Domain Name: [Your Domain Name]
- Current Certificate Serial Number: [Serial Number]
- Contact Person: [Your Name]
- Contact Email: [Your Email]
- Contact Phone: [Your Phone Number]

We appreciate your prompt attention to this matter and look forward to your guidance on the next steps needed for the renewal.

Thank you for your support.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]

[Your Job Title]

[Your Company Name]