

[Your Name]
[Your Position]
[Your Company/Organization]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Position]
[Certificate Authority Name]
[CA Address]
[City, State, Zip Code]

Subject: Request for Amendment of TLS Certificate

Dear [Recipient Name],

I hope this message finds you well.

I am writing to request an amendment to our existing TLS certificate for [domain name or specific service]. The details of the current certificate are as follows:

- **Certificate Serial Number:** [Serial Number]
- **Common Name (CN):** [Current CN]
- **Issue Date:** [Issue Date]

We require the following changes to be made:

1. [Specify change #1]
2. [Specify change #2]
3. [Specify change #3]

Please find attached any necessary documentation to support this request.

We appreciate your prompt attention to this matter and look forward to your confirmation of the changes.

Thank you for your cooperation.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]
[Your Position]
[Your Company/Organization]