[Your Name]
[Your Job Title]
[Your Company]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Job Title]
[Recipient Company]
[Recipient Company Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: TLS Certificate Assignment
I hope this message finds you well.
I am writing to formally request the assignment of a TLS certificate for our domain [yourdomain.com]. This certificate is essential for ensuring secure communications between our server and clients, enhancing the overall security of our web applications.
Please find the necessary details below:
- **Domain Name**: [yourdomain.com]
- **Certificate Type**: [e.g., Single Domain, Wildcard, Multi-Domain]
- **Public Key**: [Attach or specify where to find the public key]
- **Requested Validity Period**: [e.g., 1 year, 2 years]
We appreciate your timely assistance in this matter and look forward to your confirmation of the certificate assignment. Should you need any further details or documentation, please do not hesitate to contact me.
Thank you for your attention to this request.
Sincerely,
[Your Name]
[Your Job Title]
[Your Company]
[Your Company Contact Information]