[Your Name]
[Your Position]
[Your Company]
[Your Company Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Certificate Authority Name]
[Certificate Authority Address]
[City, State, Zip Code]
Subject: Request for TLS Certificate Reissue
Dear [Certificate Authority Contact Name],
I hope this message finds you well.
We are writing to request the reissue of our TLS certificate for [domain name]. The reissue is necessary due to [brief explanation of reason for reissue, e.g., key compromise, domain name change, etc.].
Our account details are as follows:
- Account Name: [Your Account Name]
- Order Number: [Your Order Number]
Please let us know if you require any additional information or documentation to facilitate this request.
Thank you for your attention to this matter. We look forward to your prompt response.
Best regards,
[Your Name]
[Your Position]
[Your Company]