

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

Subject: TLS Certificate Request

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request the issuance of a TLS certificate for our domain [yourdomain.com].

Details of the certificate request are as follows:

- ****Domain Name****: [yourdomain.com]
- ****Company Name****: [Your Company/Organization]
- ****Contact Email****: [your email address]
- ****CSR (Certificate Signing Request)****: [Include or attach the CSR if required]

We would appreciate your assistance in processing this request at your earliest convenience. If you require any additional information or documentation, please do not hesitate to reach out.

Thank you for your attention to this matter.

Best regards,

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