

[Your Name]

[Your Position]

[Your Company]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

Dear [Recipient Name],

Subject: VNC Server Configuration

I hope this message finds you well.

I am writing to inform you about the configuration of the VNC (Virtual Network Computing) server that will be implemented as part of our [project/system upgrade/maintenance]. Below are the key details regarding the setup:

1. ****Server Address****: [IP Address or Hostname]
2. ****Port Number****: [Port Number]
3. ****Password****: [Details on password requirements or instructions on how to set it]
4. ****Access Permissions****: [Details about user permissions and access levels]
5. ****Operating System****: [Details about the OS used on the VNC server]
6. ****Installation Steps****:
 - [Step 1]
 - [Step 2]
 - [Step 3]
7. ****Testing Procedures****:
 - [Testing Step 1]
 - [Testing Step 2]

Please ensure that you follow these guidelines to facilitate a smooth configuration process. Should you have any questions or require assistance, feel free to reach out to me.

Thank you for your attention to this matter.

Best regards,

[Your Name]

[Your Contact Information]

[Your Company]