

Date:

To:  
Integrated Data Management Center (IDMC)  
Government of Nepal  
Singhadurbar, Kathmandu

**Subject: About modifying DNS server and webserver**

Dear Sir/Madam,

We would like to request you to modify DNS server and webserver of our domain **example.gov.np** as listed below.

**Existing records:**

DNS server: .....

Webserver details:

Webserver IP: .....

MX Details(if available):

MX Record: .....

**New records:**

DNS server:

mechi.nitc.gov.np(202.45.144.2)

koshi.nitc.gov.np(202.45.144.3)

Webserver details:

Webserver IP: .....

MX Details(if available):

MX Record: .....

Thank you.

Regards,

.....  
Name:

Designation:

Organisation Seal: