**(Your company letterhead)**

**Sample Application Format**

Date:

**To** Domain Host Manager

Mercantile Communication (P) Ltd.

Darbarmarga, Kathmandu, Nepal

**Subject:** To update technical details of domain name [***www.[example].com.np***](http://www.example.com.np)

Dear, Sir/ Madam

Due to change in technical detail of our server we request to update our domain technical detail of our organization [ ***Example (P) Ltd.*]** as follows.

NS1: ns1.salyani.org

NS2: ns2.salyani.org

Technical Admin Email: infotechnab@gmail.com

Also we are submitting our digital copy of required document with this email. We are anticipating prompt response on this application.

[Sign and stamp]

(Authorized officer)

Designation

Example (P). Ltd.