

Inquiry About Server Capacity Expansion Options

[Your Name]

[Your Position]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient Name]

[Recipient Position]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. We are currently evaluating our server capacity in order to enhance our service delivery and meet the growing needs of our clients. As such, I would like to inquire about potential options for server capacity expansion.

Specifically, we are interested in understanding:

- The available options for increasing server capacity
- Associated costs and any ongoing maintenance fees
- Implementation timelines
- Any recommended configurations for optimal performance

We appreciate your expertise in this matter and would be grateful for any details you can provide. I look forward to your prompt response so we can proceed with our assessment.

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]