Server Decommissioning Request

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

Subject: Request for Approval to Decommission Server

Dear [Recipient's Name],

I am writing to formally request approval for the decommissioning of the server located at [Server Location/Identifier]. This decision has been made after thorough analysis and consideration of our current infrastructure needs.

The key details are as follows:

- **Server Name:** [Server Name]
- **IP Address:** [IP Address]
- **Current Usage:** [Current Usage Information]
- **Reason for Decommissioning:** [Reason]
- **Proposed Decommissioning Date:** [Date]

We have ensured that all necessary data has been backed up and transferred to alternative systems, minimizing any potential impact. Please let me know if you require any further information or if there are additional steps we need to complete prior to this process.

Thank you for your attention to this matter. I look forward to your prompt approval.

Sincerely,

[Your Name]
[Your Job Title]
[Your Contact Information]