

[Date]

GOV Domain Registration
c/o Verisign, Inc.
12061 Bluemont Way
Reston, VA 20190

Dear Domain Manager:

As Head of or cabinet-level for the [Agency Name], I formally request the transfer of [name of domain] from the [your agency] to the [receiving agency].

Sincerely,

[Signature]
[Name]
[Title]