

## Domain Renewal Request Letter Format

The Domain Renewal Request Letter should be submitted in the following format on the Department Letterhead.

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*[Name]*

*[Designation]*

**Reference:** Request for renewal of Domain *<xxxxx.gov.in>* registered with NIC

Dear Domain Registrar,

As *[Title]*, the head for the *[Department Name]*, I wish to bring to your notice that the Domain *<Domain Name>* is already registered with NIC with the Login ID *<Login-ID>* and it is expiring on *[Date]*.

I formally request to renew the authority over the *<xxxxx.gov.in>* third-level domain name be delegated to the *[Department Name]* for next *[# Years]* (maximum two years).

By requesting this domain name, I acknowledge that we are eligible and meet all the GOV.IN domain requirements. In addition, I shall ensure that the website content of the requested domain name conforms with the .GOV.IN policy and IT Act of India. This domain name is being used only for official purpose.

*[Title, First Name, Last Name]* will be the Administrative Contact for *<xxxxx.gov.in>*. If there are any queries, please contact *[him/her]* at *<91-STD Code-Phone No.>* or via email at *<E-mail Address>*.

Thank you for your kind cooperation.

Sincerely,

*[Signature]*  
*[Name]*.

*[Date]*.

To,

GOV.IN Domain Registrar,  
Room No. 375, 3rd Floor(A4B4),  
National Informatics Centre(NIC),  
Department of Information Technology, MoCIT,  
A-Block, CGO Complex, Lodhi Road,  
New Delhi - 110 003.

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