**Memo No.:**   **Date:** DD-MM-YYYY

To

The Executive Director

Bangladesh Computer Council (BCC)

[**Attention:** Director, National Data Center, Bangladesh Computer Council]

**Subject:** Authorization letter for (vendor/partner) to access the NDC provided (VPS/Cloud/Email/DB/Hosting) services through VPN connection.

Sir,

According to the letter sent on (DD-MM-YYYY), we’ve already received the NDC provided (VPS/Cloud/Email/DB/Hosting) Service. To maintain the mentioned (VPS/Cloud/Email/DB/Hosting) service we’ve already make a contract with (vendor/partner company name) . As per contract (vendor/partner company name) will maintain the NDC provided (VPS/Cloud/Email/DB/Hosting) service for us. To maintain the NDC provided (VPS/Cloud/Email/DB/Hosting) service they need to access the NDC network through NDC provided VPN connection. In this state please allow VPN connection for the below mentioned table concern person

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Sl.No** | **Contact Person** | **Company Name** | **Contact Person’s Designation** | **Email and Mobile Number** | **National Identification Number or Passport Number** |
| 1. |  |  |  |  |  |
| 2. |  |  |  |  |  |

\*\* please input the information of vendor or partner who will work for your project to maintain your services in the above table.

As we’ve an agreement between (vendor/partner company name) and (Customer Organization Name) to maintain our service, so we are requesting to take necessary action to provide VPN access.

Thank you for your co-operation.

Sincerely Yours

Customer Sign

Customer Name

Customer Designation

Mobile No:

Email(official):

**Attachment:** **ssl-vpn-customer-form** with vendor information according to above mentioned table information.