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

To

The Executive Director

Bangladesh Computer Council (BCC)

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

**Subject:** Requesting to increase current quota of eGovCloud Service Account

Sir,

According to the letter sent on (DD-MM-YYYY), we’ve already received the NDC provided eGovCloud Service to host our organization application. Due to increase of demand, our existing hosting service became slow. So we need to increase the computing resources of the eGovCloud Service. In this state management have taken decision to upgrade our existing eGovCloud Service.

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| --- | --- | --- |
| **Customer ID : NDC00**  (for billing team and official purpose) | **eGovCloud** অ্যাকাউন্ট এর কোটা সম্প্রসারণের জন্য সার্ভিসের নাম | **eGovCloud** সার্ভিসের কোটা সম্প্রসারণের জন্য প্রয়োজনীয় কোটা উল্লেখ করুন |
| **eGovCloud** অ্যাকাউন্ট এর তথ্যাদি |
| DC DR  eGovCloud Project Name:  eGovCloud NM Project Name:  eGovCloud VDC Name (if available): | **ECS** | **vCPU** :  **vMemory**:\_\_\_\_\_\_\_\_\_(GB) |
| **EVS** | \_\_\_\_\_\_\_\_\_(GB/TB) |
| **CSBS** | \_\_\_\_\_\_\_\_\_(GB/TB) |
| **EIP** | Number : \_\_\_\_\_\_\_ |
| **VBS** | \_\_\_\_\_\_\_\_\_(GB/TB) |
| **ELB** | Number : \_\_\_\_\_\_\_ |
| **VPN** | Number : \_\_\_\_\_\_\_ |
| \*\*\* যে সার্ভিসের কোটা সম্প্রসারণ প্রয়োজন তার পাশে (✓) চিহ্ন দিন এবং প্রয়োজনীয় কোটা উল্লেখ করুন | | |

As we’ve a Service Level Agreement between (Customer Organization Name) and Bangladesh Computer Council(BCC) for Cloud service which is hosted in National Data Center(NDC). So we are requesting to take necessary action to upgrade our eGovCloud service quota .

Thank you for your co-operation.

Sincerely Yours

Customer Signature

Customer Name

Customer Designation

Mobile No:

Email(official):

**Attachment:** **existing SLA copy or official order.**