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

To

The Executive Director

Bangladesh Computer Council (BCC)

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

**Subject:** Request to take additional new Request Based Service

Sir,

According to the letter sent on (DD-MM-YYYY), we’ve already received the NDC provided Request Based Service(XXX) to host our organization application. Due to increase of demand and new requirement to host our new service we need additional VPS service. We’ve already signed Frame and Service-Level Agreement with BCC(as Government NDC Service Provider) for existing VPS Service.

|  |  |  |  |
| --- | --- | --- | --- |
| **New RBS Requirement** | **Package Selection** | **Service Configuration Requirement** | **Mention the Number of New Service Quantity** |
| **Customer ID:NDC00**(for billing team and official purpose) | [ ]  Basic[ ]  Standard[ ]  Advanced[ ]  Premium | **Ubuntu** [ ] 18 [ ] 20 [ ] 22**CentOS** [ ] 8.4**Windows** [ ] 2016 [ ] 2019**Debian** [ ] 11 [ ] 10**Redhat** [ ] 8.4[ ]  Zimbra Email[ ]  IBM Lotus Domino Email**Managed DB Service**[ ]  Oracle [ ]  MySQL [ ]  MSSQL | [ ]  Basic: \_\_\_nos[ ]  Standard: \_\_\_nos[ ]  Advanced: \_\_\_\_nos[ ]  Premium: \_\_\_\_nos |
| [ ]  New VPS[ ]  Oracle[ ]  MySQL[ ]  MSSQL[ ]  Backup Service[ ]  Cloud Drive Service[ ]  Email Service |
| **N.B:** If you are BCC existing customer and had signed SLA with NDC. want to take more RBS then select new RBS requirement from column-1. According to first column selection select the new package from column-2 by using (✓) on each box🞏 in left side. Also need to select OS type/version/product type (column-3) by using (✓) to host your service according to your Hosting Team requirement . You can also select and mention multiple number of Services in column-4 if you had one or more New Service requirement. |

Sincerely Yours

Customer Signature

Customer Name

Customer Designation

Mobile No:

Email(official):

**Attachment:** **existing signed RBS framework and SLA softcopy.**