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

To

The Executive Director

Bangladesh Computer Council (BCC)

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

**Subject:** Request for upgrade/downgrade existing NDC provided VPS Service

Sir,

According to the letter sent on (DD-MM-YYYY), we’ve already received the NDC provided VPS Service to host our organization application. Due to change in our resource demand, we need to increase/decrease the computing resources of the VPS Service. In this state management have taken decision to  **Upgrade / Downgrade** our existing VPS service.

|  |  |  |  |
| --- | --- | --- | --- |
| 1 | 2 | 3 | 4 |
| **Customer ID:**  **NDC00**  (for billing team and official purpose) | **Existing**  **VPS**  **Package**  **Name** | **Existing VPS Public/Private IP and Activation Date** | **New Package Requirement** |
| **Service Name** 🡫 |
| ***VPS*** | VPS Basic  VPS Standard  VPS Advanced  VPS Premium | IP:  Activation Date: | VPS Basic  VPS Standard  VPS Advanced  VPS Premium |
| ***Additional Disk Space for VPS Service*** | Disk | \_\_\_\_\_\_\_\_\_\_\_(GB/TB) | **root  var  swap**  **home  var/log**  **tmp**  **N.B-** share the root credentials and directory name with NDC personnel |
| VPS Package related pricing and other information link:<https://ndc.bcc.gov.bd/?page_id=18> | | | |
| N.B : please select the existing VPS package(column-2) by using (✓) on each box🞏 in left side. Also select upgrade/downgrade package requirement according to your target requirement by using (✓) in the target package box 🞏 (column-4). In the above mentioned table all columns are mandatory field to fill up with customer requirement. | | | |

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

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. (Existing Agreement copy)**