

Digital Subscription Transfer Request

Date: [Insert Date]

To: [Company Name]

Customer Service Department

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to request the transfer of my digital subscription from my current account to a new account. Below are the details of my current and new accounts:

Current Account Information:

Name: [Your Full Name]

Email: [Your Current Email Address]

Subscription ID: [Your Subscription ID]

New Account Information:

Name: [New Account Name]

Email: [New Email Address]

Please let me know if you require any further information to process this request. I appreciate your assistance with this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Full Name]

[Your Contact Information]