

# Telecom Access Authorization Request for Equipment Relocation

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company]

[Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient's Name]

[Recipient's Position]

[Telecom Company]

[Telecom Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request access authorization for the relocation of our telecom equipment currently located at [Current Location/Address]. The relocation is necessary due to [reason for relocation].

The new location for the equipment will be [New Location/Address]. We would appreciate your assistance in facilitating this move, including any necessary coordination with your team to minimize disruption to services.

Please find attached all necessary documentation related to this request, including the proposed timeline for relocation and any required compliance information.

Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address]. I look forward to your prompt response to this request.

Thank you for your attention to this matter.

Sincerely,

[Your Signature (If sending a hard copy)]

[Your Printed Name]

[Your Job Title]