

Telecom Service Transfer Request

Date: [Insert Date]

To,
Customer Service Department
[Telecom Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Request for Transfer of Telecom Services

Dear Sir/Madam,

We, [Your Company Name], are writing to formally request the transfer of our telecom services associated with our business account.

Account Details:

Account Name: [Your Company Name]
Account Number: [Account Number]
Current Service Address: [Current Service Address]
New Service Address: [New Service Address]
Transfer Effective Date: [Desired Transfer Date]

We kindly request you to initiate the transfer process and provide us with the necessary steps or documentation required to complete this process.

Thank you for your immediate attention to this matter. Please feel free to contact us at [Your Contact Number] or [Your Email Address] if you need any further information.

Sincerely,
[Your Name]
[Your Title]
[Your Company Name]
[Your Company Address]
[City, State, Zip Code]