

Telecom Service Transfer Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Email Address]

[Your Phone Number]

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Request for Transfer of Ownership for Telecom Services

Dear [Customer Service Department / Specific Name],

I am writing to formally request the transfer of ownership for my telecom service account with the following details:

Account Number: [Insert Account Number]

Current Account Holder's Name: [Insert Current Holder's Name]

New Account Holder's Name: [Insert New Holder's Name]

New Account Holder's Address: [Insert New Holder's Address]

The reason for this transfer is [briefly state reason, e.g., sale of property, change in service requirements]. I kindly ask that you assist in facilitating this transfer at your earliest convenience.

Enclosed are the necessary documents for the transfer process, including [list any documents attached, if applicable, e.g., proof of identity, proof of address].

If you require any further information or documentation, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]