

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 Due to International Relocation

Dear Customer Service Team,

I am writing to formally request the transfer of my telecom services to a new international location due to my upcoming relocation. My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Current Address: [Your Current Address]

I will be moving to [New International Address] on [Relocation Date]. I kindly request that my services, including [list services like internet, phone, etc.], be transferred to my new address. Please let me know the necessary steps and any potential fees involved in this transfer.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Contact Number]

[Your Email Address]