

# Telecom Service Transfer Request

Date: [Insert Date]

To:

[Telecom Company Name]

[Customer Service Address]

[City, State, Zip Code]

Subject: Request for Transfer of Telecom Service

Dear [Customer Service Team],

I am writing to formally request the transfer of my telecom services from my current address to a new address. The details of the service transfer are as follows:

**Current Account Information:**

Account Holder Name: [Insert Name]

Account Number: [Insert Account Number]

Current Service Address: [Insert Current Address]

**New Service Address:**

[Insert New Address]

[City, State, Zip Code]

**Transfer Instructions:**

- Please ensure that there is no interruption of service during the transfer process.
- All existing plan features should be maintained at the new address.
- Schedule the transfer at least [Insert Time Period] in advance of the requested move date.
- If any new equipment is required, please send it to the new address prior to the transfer date.

Thank you for your attention to this matter. I appreciate your prompt response to confirm the transfer is in process. If you need any further information, please feel free to contact me at [Insert Phone Number] or [Insert Email Address].

Sincerely,

[Insert Your Name]

[Your Address]

[City, State, Zip Code]