

Telecom Service Transfer Request

Date: [Insert Date]

To: [Telecom Service Provider's Name]

Address: [Telecom Service Provider's Address]

Account Number: [Your Account Number]

Subject: Request for Temporary Service Transfer

Dear [Customer Service Team/Specific Contact Name],

I am writing to request the temporary transfer of my telecommunications services due to a short-term relocation. My current address is [Your Current Address], and I will be moving to [Temporary Address] starting from [Start Date] until [End Date].

I would like to maintain my current services, including [list specific services, e.g., phone, internet, etc.], during this temporary period. Please let me know the steps required to process this transfer and any associated fees.

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

Sincerely,

[Your Name]

[Your Phone Number]

[Your Email Address]