

Request for Digital Account Transfer

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

[Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the transfer of my digital account, with account number [Your Account Number], due to my recent relocation to [New Address/Location].

As I am now residing in [New City/State], I would like to ensure that my account remains accessible and up-to-date with my new contact information. I kindly ask for your assistance in facilitating this transfer at your earliest convenience.

If you require any further information or documentation to process my request, please do not hesitate to contact me. Thank you for your attention to this matter.

Sincerely,

[Your Name]