

# Request for Digital Account Transfer

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Institution]

[Institution Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Position]

[Recipient Institution]

[Institution Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the transfer of my digital account from [Current Institution Name] to [New Institution Name] due to my recent affiliation with the new institution.

My details are as follows:

- **Account Name:** [Your Account Name]
- **Email Associated with Account:** [Your Email Address]
- **Account ID:** [Your Account ID]

Please let me know if you require any further information or documentation to facilitate this transfer. I appreciate your assistance in this matter.

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

Sincerely,

[Your Name]

[Your Position], [Your Department]

[Your Institution]