

Service Relocation Agreement

Date: [Insert Date]

To: [Recipient Name]

Company: [Company Name]

Address: [Company Address]

Dear [Recipient Name],

We are writing to formally initiate the Service Relocation Agreement regarding your telecommunications services with [Your Company Name]. This agreement outlines the terms and conditions under which your services will be relocated from your current address, [Current Address], to your new address, [New Address].

1. Effective Date of Relocation

The effective date for the service relocation will be [Effective Date].

2. Services to be Relocated

The following services will be included in the relocation:

- [Service 1]
- [Service 2]
- [Service 3]

3. Costs and Fees

Any costs associated with the relocation are as follows:

- [Cost Item 1]: [Amount]
- [Cost Item 2]: [Amount]

4. Responsibilities

Both parties agree to the following responsibilities:

- [Your Company Name] will ensure the following [Responsibility 1]
- [Recipient Name] will ensure the following [Responsibility 2]

5. Signatures

By signing below, both parties agree to the terms outlined in this Service Relocation Agreement.

[Your Name]
[Your Title]
[Your Company Name]

[Recipient Name]
[Recipient Title]
[Company Name]

Thank you for your attention to this matter. We look forward to servicing your telecommunications needs at your new location.

Sincerely,

[Your Name]
[Your Title]
[Your Company Name]
[Contact Information]