

Dear [Customer's Name]

We hope this message finds you well. We are writing to inform you about the details for relocating your cable television services to your new address.

New Address:

[New Address]

Relocation Date:

[Relocation Date]

Our technicians will be at your new address between [Start Time] and [End Time] on the scheduled relocation date. Please ensure that someone is present at the location to facilitate the process.

Should you have any questions or require further assistance, please do not hesitate to contact our customer service at [Customer Service Phone Number] or [Customer Service Email].

Thank you for choosing [Company Name] for your cable television services.

Sincerely,

[Your Name]

[Your Position]

[Company Name]

[Company Contact Information]