

Service Relocation Inquiry

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Date]

Customer Service Department

[Internet Service Provider's Name]

[Provider's Address]

[City, State, Zip Code]

Dear Customer Service Representative,

I am writing to inquire about the process of relocating my internet service. I am moving from my current address, [Current Address], to my new address, [New Address], on [Moving Date]. I would like to ensure that my internet service is seamlessly transferred to my new location.

Please provide me with the following information:

- Steps to initiate the relocation process
- Any potential downtime during the transition
- Fees associated with the relocation
- Confirmation of service availability at my new address

Thank you for your assistance. I look forward to your prompt response so I can ensure that my internet service remains uninterrupted during my move.

Sincerely,

[Your Name]