

Service Relocation Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]

To,

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Customer Service Manager's Name],

I am writing to formally request the relocation of my service to a new address. My account number is [Your Account Number]. Due to [brief explanation of reason for relocation, e.g., moving to a new residence], I would appreciate your assistance in transferring my service to the following new address:

[New Address]

[City, State, Zip Code]

I would like the relocation to take place on or after [desired date]. Please inform me if there are any forms or fees required for this process. If possible, I would like to arrange a convenient time for the installation at my new location.

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

Sincerely,

[Your Name]