

Telecommunication Service Authorization Letter

Date: [Insert Date]

To,

Customer Service Department,

[Telecommunication Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Authorization for Account Transfer

Dear Sir/Madam,

I, [Your Full Name], hereby authorize the transfer of my telecommunications account numbered [Account Number] from [Current Account Holder Name] to [New Account Holder Name]. The details of the new account holder are as follows:

- Name: [New Account Holder Name]
- Address: [New Account Holder Address]
- Phone Number: [New Account Holder Phone Number]

This transfer is requested to take effect on [Desired Transfer Date]. I confirm that all outstanding payments and obligations related to the account will be settled by the current account holder before the transfer.

Thank you for your assistance in this matter. Please feel free to contact me at [Your Phone Number] or [Your Email Address] for any further information.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Full Name]

[Your Address]

[City, State, Zip Code]

[Your Phone Number]

[Your Email Address]