<Date of your letter>

**<Name of Contact Person>**

<Name of Telecom Company>

<Address 1>

<Address 2>

Subject: Request for Relocation of Telephone Line

Gentlemen:

In behalf of <Name of Subscriber>, I would like to request for transfer of our telephone line no. <(Area Code) + Tel# 000-0000>, under account no. <123456789> immediately to the following;

To new address: **<New Address where your telephone line is to be transferred>**

From (old location): <Present location where your existing telephone is installed>

Attached please find the following documents to support our request for Transfer:

1. Copy of Business Permit (still under old address);
2. Letter of Authority
3. I.D. Picture <of the subscriber>
4. I.D. Picture of the undersigned
5. Google Map of the New Location

Looking forward for your prompt action on this request.

Thank you very much.

Very truly yours,

<Name of Requesting Party>

<Position>