

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]

Globe Telecom

[Globe Telecom Address]  
[City, State, Zip Code]

Subject: Authorization Letter for Change of Ownership

To Whom It May Concern,

I, [Your Full Name], am the current account holder of Globe Telecom Account Number [Your Account Number]. I am writing this letter to authorize [New Owner's Full Name] to take over the ownership of my account.

Please update the account details to reflect [New Owner's Full Name], [New Owner's Address], [New Owner's Email Address], and [New Owner's Phone Number].

Attached herewith are copies of my valid identification and [New Owner's] valid identification for verification purposes.

Thank you for your prompt attention to this matter.

Sincerely,

[Your Signature]

[Your Printed Name]