

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

[Recipient's Name]
[Company/Organization Name]
[Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the transfer of my Ikon Pass from [Original Holder's Name] to my name, [Your Name].

Details of the Ikon Pass are as follows:

- Pass Number: [Pass Number]
- Original Holder's Name: [Original Holder's Name]
- Date of Purchase: [Purchase Date]

I understand that the transfer process may require certain verification and documentation. I am prepared to provide any necessary information to facilitate the transfer.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]