

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

Verizon Wireless

[Verizon Address]  
[City, State, Zip Code]

Subject: Request for Service Transfer

Dear Verizon Customer Service,

I hope this letter finds you well. I am writing to formally request a transfer of my Verizon Wireless service.

Account Information:

- Current Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Current Phone Number: [Your Phone Number]

Transfer Information:

- New Account Holder Name: [New Account Holder's Name]
- New Account Holder Phone Number: [New Account Holder's Phone Number]
- New Account Holder Email: [New Account Holder's Email]

Please let me know if any further information or documentation is needed to complete this transfer.

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

Sincerely,

[Your Name]