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Letter of request for Transfer and Shifting of Telephone lines

Question: You have shifted your residence from 10, Lajpat Road to House No. 232, Aurobindo Marg, Delhi. Write a letter to the General Manager, MTNL, requesting him for an early transfer of your telephone line. You are Rohit/Radhika of 15, The Mall, Amritsar.

Answer:-

House NO.232
Aurobindo Marg, Delhi.
Z14th March, 20...

The General Manager,
MTNL, Khurshid Bhawan,
Janpath, New Delhi.

Subject: Request for transfer/shifting of telephone line.

Sir,

Should I have the privilege to inform you that I am a permanent resident of 15, The Mall, Amritsar. We had been temporarily residing at 10, Lajpat Nagar Road, Delhi. At Present we have sold our previous house. Now we have shifted our residence to the house number given above. Our previous telephone number was 27432146.

Requested that our transfer line may be transferred at your earliest and oblige. We have to intimate the same to our near and dear ones.

Thanking you,
Yours faithfully,
Rohit/Radhika.