

# **BSNL Connection Closure Application Request**

## **1. BSNL Connection Termination Application Due to Relocation**

To,  
The General Manager,  
BSNL Office,  
[City/Town Name],  
[State],  
India.

Subject: BSNL Connection Termination Application due to Relocation

Respected Sir/Madam,

I am [Your Name], a BSNL customer with the Landline Number [Your Landline Number] and Customer ID [Your Customer ID]. I am writing to inform you of my impending relocation to a new residence, due to which I would like to request the termination of my BSNL Landline and Broadband connection services.

My current address is [Your Current Address] and I am scheduled to relocate to [New Location] on [Date of Relocation]. As a result, I kindly request you to terminate the BSNL services at my current address effective from [Termination Date].

Please arrange for the disconnection of services and the collection of any BSNL equipment currently in my possession. Kindly confirm the receipt of this application and provide me with the details of my final bill and any refundable deposit amount.

I appreciate your prompt attention to this matter and thank you for your cooperation. If you require any further information, please feel free to contact me at [Your Phone Number] or [Your Email Address].

Thank you.

Yours sincerely,

[Your Name]

[Your Landline Number]

[Your Customer ID]

[Your Address]

[Date]

## **2. BSNL Connection Surrender Application for Financial Hardship**

To,  
The General Manager,  
BSNL,  
[City/Town]

Subject: Surrender of BSNL Connection Due to Financial Hardship

Respected Sir/Madam,

I, [Your Name], a resident of [Your Address], am writing to inform you about my intention to surrender my BSNL connection (Landline/Broadband) with the telephone number [Your BSNL Connection Number]. The reason behind this decision is the financial hardship I am currently facing.

Due to unforeseen circumstances, my financial situation has been significantly impacted, making it difficult for me to bear the monthly expenses of the BSNL connection. I have tried my best to make ends meet but, unfortunately, I am left with no choice but to surrender the connection and cut down on non-essential expenses.

I kindly request you to consider my application and initiate the necessary process to surrender the said connection at the earliest. I understand that I must clear any outstanding dues before the surrender process, and I assure you that I will pay the outstanding bills as soon as possible.

I appreciate your assistance in this matter and would be grateful for a smooth and prompt process.

Thank you.

Yours faithfully,

[Your Name]

[Your BSNL Connection Number]

[Your Email Address]

[Your Contact Number]

### **3. BSNL Connection Transfer Application for Change in Ownership**

To,

The Branch Manager,

Bharat Sanchar Nigam Limited,

[Branch Address]

Subject: BSNL Connection Transfer Application for Change in Ownership

Dear Sir/Madam,

I am writing to request a change in ownership of the BSNL landline telephone connection, bearing the number [Your BSNL Landline Number], currently registered under my name, [Your Full Name], residing at [Your Current Address]. I wish to transfer the ownership of this connection to [New Owner's Full Name], who will be taking over the responsibility of this connection and its associated dues from the date of transfer.

The reason for this transfer is [mention the reason, e.g., relocation, change in management, etc.]. I am enclosing herewith the necessary documents, including the No Objection Certificate (NOC), Proof of Identity, and Proof of Address of the new owner for your reference and further processing.

I kindly request you to expedite the process and approve the change in ownership at the earliest. Please find the contact details of the new owner below:

New Owner's Full Name: [New Owner's Full Name]

New Owner's Address: [New Owner's Address]

Contact Number: [New Owner's Contact Number]

Email ID: [New Owner's Email ID]

Do let me know if any additional information or documentation is required for the completion of this process. I appreciate your prompt attention to this matter.

Yours sincerely,  
[Your Full Name]  
[Your BSNL Landline Number]  
[Your Address]  
[Your Contact Number]  
[Your Email ID]

Date: [Date of Application]

## **4. BSNL Connection Upgrade Application for Improved Services**

To,

The General Manager,  
Bharat Sanchar Nigam Limited (BSNL),  
[Local Branch Address]

Subject: BSNL Connection Upgrade Application for Improved Services

Respected Sir/Madam,

I, [Your Name], an existing BSNL consumer bearing the Landline/ Broadband/ FTTH number: [Your Connection Number], request an upgrade to my current connection for improved services.

I have been using the existing BSNL connection at my residence located at [Your Address] for quite some time now. I kindly request to upgrade my connection to a higher plan that provides better internet speed and additional features that cater to my personal and professional requirements.

I have gone through the latest BSNL plans available on the official website and found Plan [New Plan Name] to be suitable for my needs. The plan offers

[Mention the features of the plan, e.g., higher speed, free calling, etc.] which would greatly improve my experience.

I request you to process this application at the earliest and inform me about any necessary procedures or documentation required from my end. Your prompt action in this regard will be highly appreciated.

Thanking you in advance.

Yours sincerely,

[Your Name]

[Your Connection Number]

[Your Address]

[Your Contact Number]

[Your Email ID]

## **5. BSNL Connection Suspension Application for Temporary Unavailability**

To,  
The General Manager,  
BSNL,  
[City/Town],  
[State],  
India.

Subject: Application for Temporary Suspension of BSNL Connection

Respected Sir/Madam,

I am writing to request the temporary suspension of my BSNL connection (Landline/Broadband) with the telephone number [Your BSNL Phone Number]. I am currently residing at [Your Address], and due to personal reasons, I will be unavailable at my residence for an extended period of [Number of Months/Weeks].

During this period of unavailability, I kindly request you to suspend my BSNL connection with effect from [Starting Date of Suspension] until [Ending Date of

Suspension]. This temporary suspension will help me avoid unnecessary bills and charges during my absence.

I assure you that I will clear any outstanding dues before the suspension. Kindly process my application at the earliest and confirm the suspension of my connection through a confirmation letter or email.

Thank you for your attention to this matter. I appreciate your prompt response and support in suspending my connection temporarily.

Yours sincerely,

[Your Full Name]

[Your BSNL Account Number]

[Your Contact Number]

[Your Email Address]

[Date]