Hello,

In my capacity as (*title*) and authorized representative of (*name of invoiced entity*), I would like to request, on behalf of (*name of invoiced entity*), to transfer the portal ownership for our TalentLMS portal *XXX* to the User under (*name of the new owner*).

The current account owner, (*name of current owner*), has left the company. Please transfer the ownership of the portal to (*name and email of new owner*).

Furthermore, I hereby affirm that (*company name*) is the sole and exclusive owner of the (*XXX.talentlms.com)* portal and the entirety of its associated content, and  is currently paying for the subscription plan.

Signature: {*your signature*}