

# (Letter Head of Company or Organisation)

Date.....

Subject: Transfer domain to delete and register new domain

Dear T.H.NIC Co., Ltd.

Due to ..... (the company or organisation name of domain owner) ..... would like to transfer domain name ..... (specify domain to be transferred) ..... to THNIC login account in order to delete the domain name on ..... (date of deletion) ..... in order to register new domain name ..... (name of new domain) .....

Please do not hesitate to let us know if you have any questions.

We can be contact at .....

Best Regard

**( Company Seal )**

.....  
( Signature of Authorized Director )

.....  
( Full Name of Authorized Director )

.....  
( Position of Authorized Director )

*P.S The deletion date must not be longer than the date of domain expiration or 1 year period start from the registration date of the new domain name.*