To,

Date: [insert Date]

PKNIC Records
84 Tipu Block, Garden Town
Lahore. Pakistan

TRANSFER OF [DOMAIN NAME]

1) I [insert Full Name], [insert Designation], [insert Company Name], bearing NIC# [insert CNIC Number] state that [insert Company Name] is the legal and official owner of [insert domain name].

2) I, on behalf of the company request you to transfer the domain name [insert domain name] to PKNIC account ID: 3415.

[Authority's Name]
[Authority's Designation]

[Authority's Signatures]
[Official Seal]