***[Your Letter head]***

**Business Development,**

**Mobitech Technologies Ltd,**

**P.O Box 20345-00100,**

**Nairobi.**

Dear Sir,

**RE: REQUEST FOR AN ALPHANUMERIC ID**

We would like to apply for an alphanumeric identification dubbed “***[at most 11-character alphanumeric word with no space]*”** which we would like to use to send Bulk SMS to our clients.

Your cooperation will be highly appreciated and you may contact us if you require any information.

**Yours Faithfully,**

**[YOUR COMPANY]**

**[YOUR COMPANY STAMP]**