

Upgrade Request for Archival Subscription

Date: [Insert Date]

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]

To,
[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request an upgrade to my archival subscription with [Company/Organization Name]. My current subscription has been beneficial for my research and projects, and I believe an upgrade would significantly enhance my access to additional resources.

Details of current subscription:
Subscription Plan: [Current Plan]
Account Number: [Your Account Number]

I would like to upgrade to the following plan:
New Subscription Plan: [Desired Plan]

Kindly let me know the procedure for this upgrade and any additional costs associated with it. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your support.

Sincerely,
[Your Name]