

Application for Upgrade of Telecom Services

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, ZIP Code]

[Your Email Address]

[Your Phone Number]

Customer Service Department

[Telecom Company Name]

[Company Address]

[City, State, ZIP Code]

Dear Customer Service Manager,

I am writing to formally request an upgrade to my current telecom services. My account number is [Insert Account Number]. Due to my increasing needs for reliable and fast communication, I believe that upgrading my services will greatly enhance my experience.

I would like to inquire about the available options for upgrading my plan, including additional features and any promotional offers that may be applicable. If possible, I would appreciate any guidance regarding the next steps in this process.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]