

Notification of Service Plan Change

Date: [Insert Date]

Dear [Customer Name],

We are writing to inform you that your telecom service plan has been changed as per your request. The details of your new plan are as follows:

New Plan Details:

- Plan Name: [New Plan Name]
- Monthly Cost: [New Monthly Cost]
- Data Allowance: [New Data Allowance]
- Call/Text Allowance: [New Call/Text Allowance]

Your new plan will be effective starting [Effective Date]. Please review the changes and let us know if you have any questions or concerns.

Thank you for choosing [Telecom Company Name].

Sincerely,

[Your Name]

[Your Position]

[Telecom Company Name]

[Contact Information]