

Billing Confirmation for Service Change

Dear [Customer Name],

We are writing to confirm that your request to change your telecom service has been successfully processed. Below are the details of the changes:

- **Account Number:** [Account Number]
- **New Service Plan:** [New Service Plan Name]
- **Effective Date of Change:** [Effective Date]
- **New Monthly Charge:** [New Monthly Charge]

If you have any questions or need further assistance, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for choosing [Telecom Company Name]. We value your business.

Sincerely,

[Your Name]

[Your Position]

[Telecom Company Name]