

Inquiry for Changing Telecom Subscription

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

To,
Customer Service Department
[Telecom Company Name]
[Company Address]
[City, State, Zip Code]

Subject: Inquiry Regarding Change of Telecom Subscription

Dear Sir/Madam,

I hope this message finds you well. I am writing to inquire about the process for changing my current telecom subscription with [Telecom Company Name]. My current subscription plan is [Current Plan Name/Type], and I am interested in transitioning to [Desired Plan Name/Type].

Please provide me with information regarding:

- The steps involved in changing my subscription.
- Any applicable fees or penalties.
- The duration for initiating the change.

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

Sincerely,

[Your Name]