

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about the various telecom plan options available for personal/business use. As I am considering switching providers/renewing my current plan, I would like to understand the options you offer, including pricing, features, and any current promotions.

Specifically, I am interested in:

- Unlimited data plans
- Family/group discounts
- International calling options
- Contract terms and conditions

I would appreciate it if you could send me detailed information on these plans at your earliest convenience. Thank you for your assistance.

Sincerely,
[Your Name]