

Inquiry for Telecom Agreement Change

Your Name

Your Address

City, State, Zip Code

Email: your.email@example.com

Phone: (123) 456-7890

Date: [Insert Date]

Recipient Name

Telecom 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 possibility of making changes to our existing telecom agreement. Our account number is [Insert Account Number].

We are considering [briefly explain the type of changes you would like to make, e.g., adjustments to service plan, adding additional lines, etc.]. We believe these changes would better suit our current needs.

Could you please provide us with information regarding the procedure to apply for these changes, as well as any potential impacts on our current agreement and billing? Your assistance in this matter would be greatly appreciated.

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

Sincerely,

[Your Name]