

Request for Adjustment of Telecom Services

To Whom It May Concern,

I am writing to formally request an adjustment to my telecom services. My account number is **[Your Account Number]**, and I am a valued customer with your company for the past **[Duration]**.

Due to **[Reason for Adjustment e.g., changes in usage, moving to a new address, etc.]**, I would like to discuss the possibility of modifying my current plan. I believe this adjustment will better suit my needs and ensure continued satisfaction with your services.

I would appreciate your assistance in reviewing my request and providing options that may be available to me. Please feel free to contact me at **[Your Phone Number]** or **[Your Email Address]** to discuss this matter further.

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

Sincerely,

[Your Name]

[Your Address]

[City, State, ZIP Code]