

Confirmation of Proposed Telecom Plan Updates

Date: [Insert Date]

To: [Customer Name]

Address: [Customer Address]

Dear [Customer Name],

We are pleased to confirm the updates to your telecom plan as discussed during our recent conversation on [Insert Date of Conversation]. Based on your requirements, the following changes have been proposed:

- Plan Type: [New Plan Type]
- Monthly Fee: [New Monthly Fee]
- Data Allowance: [New Data Allowance]
- Contract Duration: [New Contract Duration]

If the above details are accurate, please reply to this email or contact us by [Insert Deadline for Confirmation] to confirm your acceptance of the proposed updates. Once confirmed, we will proceed with implementing these changes.

Thank you for choosing [Company Name] for your telecom services. We look forward to continuing to serve you.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Contact Information]