

Subject: Request for Approval of Telecom Contract Revisions

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Address]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek your approval for revisions to our current telecom contract with [Telecom Provider's Name]. After a thorough review, we identified several areas that require updates to better align with our current operational needs and budgetary constraints.

Key revisions include:

- Modification of service rates
- Adjustment of contract duration
- Enhancements to service level agreements

These revisions are crucial for maintaining an efficient communication system within our organization. I have attached a detailed document outlining the proposed changes for your review.

We believe that these adjustments will provide significant benefits, including cost savings and improved service quality. I kindly request your approval to proceed with these changes at your earliest convenience.

Thank you for considering this request. Please feel free to reach out if you need further details or wish to discuss this matter.

Sincerely,

[Your Name]

[Your Title]

[Your Company/Organization Name]

[Your Contact Information]