

Advance Telecom Payment Request

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient Name]

[Recipient Title]

[Telecom Company Name]

[Telecom Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request an advance payment for the activation of new telecom services as outlined in our previous discussions.

Service Description: [Insert Service Description]

Amount Due: [Insert Amount]

Payment Due By: [Insert Due Date]

Please find the attached documentation detailing the service agreement and terms.

Your prompt attention to this matter will ensure a smooth activation process. Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]