

# Advance Telecom Payment Request

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Position]

[Company/Organization Name]

[Company Address]

Dear [Recipient's Name],

I am writing to formally request advance payment for telecom services provided by [Your Company Name] during the recent service outage that occurred on [insert dates]. Our support team was actively engaged to resolve the issues, and we appreciate your understanding and cooperation during this time.

To ensure continuous service and further support, we kindly ask for an advance payment of [insert amount] to be processed at your earliest convenience.

For any questions or additional information, please do not hesitate to reach out directly at [Your Phone Number] or [Your Email Address].

Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]