

# Residential Telecom Service Request for Information

**Your Name**

Your Address

City, State, Zip Code

Email: your.email@example.com

Phone: (123) 456-7890

**Date:** October 10, 2023

**Customer Service Department**

[Telecom Company Name]

Company Address

City, State, Zip Code

Dear Customer Service Team,

I am writing to request information regarding the residential telecom services offered by your company. I am specifically interested in the following:

- Available internet packages and speeds
- Television service options and channels
- Phone service plans and features
- Promotional offers for new customers
- Installation fees and service charges

Additionally, I would appreciate any information on service availability in my area. Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]