

# Request for Internet Service Upgrade

Date: [Insert Date]

To,  
Customer Service Department  
[Telecom Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear Customer Service Team,

I hope this message finds you well. I am writing to formally request an upgrade to my current internet service plan. My account number is [Insert Account Number], and I currently receive [Insert Current Speed] Mbps.

Due to an increase in my residential internet usage, including work-from-home requirements and streaming needs, I require a faster connection to ensure consistency and efficiency. I would like to upgrade to [Insert Desired Speed] Mbps.

Please let me know the process for this upgrade, including the potential costs and any necessary arrangements for installation. I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]