

# Confirmation of Telecom Service Adjustment

Date: [Insert Date]

To: [Customer's Name]

[Customer's Address]

[City, State, Zip Code]

Dear [Customer's Name],

We are writing to confirm the adjustment made to your telecom service account with us. The details of your service adjustment are as follows:

- **Service Plan:** [New Service Plan Name]
- **Monthly Rate:** [New Monthly Rate]
- **Effective Date:** [Effective Date]

If you have any questions regarding this adjustment, please do not hesitate to contact our customer service team at [Customer Service Phone Number] or [Customer Service Email].

Thank you for choosing [Company Name]. We appreciate your business.

Sincerely,

[Your Name]

[Your Title]

[Company Name]

[Company Contact Information]