

Resolution Plan for Telecom Service Issues

Date: [Insert Date]

[Your Name]

[Your Title]

[Your Company]

[Your Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Title]

[Recipient Company]

[Recipient Address]

[City, State, Zip Code]

Subject: Resolution Plan for Ongoing Telecom Service Issues

Dear [Recipient Name],

We are writing to formally address the ongoing issues affecting our telecom services that have been reported by our team over the past few weeks. We value our partnership with [Recipient Company] and are committed to resolving these issues expediently.

Identified Issues:

- [Issue 1 Description]
- [Issue 2 Description]
- [Issue 3 Description]

Proposed Resolution Plan:

1. [Step 1 of resolution]
2. [Step 2 of resolution]
3. [Step 3 of resolution]

We anticipate that with the implementation of the above steps, we will effectively resolve the issues by [insert estimated completion date]. We appreciate your cooperation and support in this matter.

Thank you for your attention to this urgent issue. Please do not hesitate to reach out if you have any questions or require further information.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]