

Service Plan Change Acknowledgment

Date: [Insert Date]

Dear [Customer's Name],

Thank you for choosing [Telecom Company Name]. We acknowledge your request to change your service plan. Below are the details of the changes made to your account:

Account Details:

Account Number: [Insert Account Number]

Previous Plan:

[Insert Previous Plan Name]

New Plan:

[Insert New Plan Name]

Effective Date:

[Insert Effective Date]

If you have any questions or need further assistance, please feel free to contact our customer service at [Insert Customer Service Number] or visit our website at [Insert Website URL].

Thank you for being a valued customer.

Sincerely,

[Your Name]

[Your Position]

[Telecom Company Name]

[Telecom Company Contact Information]