

Telecom Service Scope Assessment

Date: [Insert Date]

To: [Recipient's Name]

[Recipient's Title]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

We are writing to formally initiate the scope assessment for the telecom services you require. This assessment will help us understand your specific needs and tailor our solutions accordingly.

Scope of Assessment

- Identify current telecom infrastructure
- Analyze usage patterns and service requirements
- Assess potential improvements and upgrades
- Evaluate cost-effective solutions

We propose to conduct this assessment over the following timeline: [Insert Timeline]. We appreciate your cooperation and look forward to working together to enhance your telecom services.

Thank you for your attention to this matter. Please feel free to reach out for any questions or further details.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]