

Telecom Service Scope Confirmation

Date: [Insert Date]

To: [Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to confirm the scope of telecom services as discussed during our recent meeting/call on [Insert Date]. The following services will be provided:

- Service 1: [Description]
- Service 2: [Description]
- Service 3: [Description]
- Additional Services: [Description]

The estimated timeline for the implementation of these services is as follows:

- Phase 1: [Date/Duration]
- Phase 2: [Date/Duration]
- Final Review: [Date/Duration]

Should you have any questions or require further clarification regarding this scope confirmation, please feel free to reach out.

Thank you for your trust in our services. We look forward to working together effectively.

Sincerely,

[Your Name]
[Your Title]
[Your Company]
[Your Contact Information]