

# Telecom Service Scope Negotiation

Date: [Insert Date]

To,

[Recipient Name]  
[Recipient Position]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

We are writing to discuss the scope of our telecommunications services in relation to our current agreement. As our needs have evolved, we believe it is important to negotiate the terms to better align with our operational goals.

Specifically, we would like to address the following key areas:

- Service Levels and Response Times
- Bandwidth Requirements
- Cost Structure and Payment Terms
- Long-term Service Agreements

We believe that a discussion on these points can lead to a mutually beneficial agreement. Please let us know your availability for a meeting to discuss this further. We appreciate your attention to this matter and look forward to your prompt response.

Thank you for your cooperation.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Contact Information]