

# Request for Telecom Service Information

Date: [Insert Date]

To,

Customer Service Department  
[Telecom Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear Sir/Madam,

I am writing to request information regarding your telecom services. As I am considering switching my current provider, I would appreciate details about your [specific services such as mobile plans, broadband, etc.], including pricing, contract terms, and any ongoing promotions.

Additionally, could you provide information on coverage areas, customer support services, and any installation fees that may apply?

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]