

Service Upgrade Request

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Telecom Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to request an upgrade to my current telecom service plan. My account number is [Your Account Number], and I am currently subscribed to the [Current Plan Name].

Given my increasing needs for [specific reason such as higher data usage, more channels, etc.], I would like to upgrade to [Desired Plan Name]. I believe that this upgrade will significantly enhance my experience and meet my requirements.

Please let me know the steps I need to take to process this request, including any changes to fees or terms associated with the upgrade.

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

Sincerely,

[Your Name]