

Telecom Plan Amendment Approval

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Subject: Approval of Telecom Plan Amendment

Dear [Recipient Name],

We are pleased to inform you that your request for an amendment to the telecom plan has been approved. This amendment allows for the following changes:

- [Detail of Change 1]
- [Detail of Change 2]
- [Detail of Change 3]

The new terms will be effective from [Effective Date]. Please ensure that your team is informed about these changes and take necessary actions accordingly.

If you have any questions or need further clarification regarding this amendment, feel free to reach out.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Position]

[Your Contact Information]