

# Telecom Plan Amendment Approval

Date: [Insert Date]

[Institution Name]

[Institution Address]

[City, State, ZIP Code]

Dear [Recipient Name],

We are pleased to inform you that your request for amendment to the telecom plan for [Insert Telecom Service] has been approved. The following changes will take effect as of [Effective Date]:

- Change Description 1
- Change Description 2
- Change Description 3

The amendment is intended to enhance telecommunication services for [specific purpose, e.g., "students and faculty activities"]. Please ensure all necessary measures are taken to implement these changes effectively.

If you have any further questions or require additional information, please feel free to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Position]

[Your Institution]