

# Telecom Plan Amendment Approval

**Date:** [Insert Date]

**To:** [Recipient Name]

**Title:** [Recipient Title]

**Agency:** [Agency Name]

**Address:** [Agency Address]

Dear [Recipient Name],

We are pleased to inform you that your request for the amendment of the telecom plan has been reviewed and approved. This amendment will enhance the telecommunication services provided to [Agency Name].

The details of the amendment are as follows:

- **Effective Date:** [Insert Effective Date]
- **Services Included:** [List of Services]
- **Duration:** [Insert Duration]
- **Cost Implications:** [Insert Cost Details]

Please acknowledge receipt of this letter and confirm your acceptance of the terms outlined above. Should you have any questions or require further information, do not hesitate to contact us.

Thank you for your continued partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Organization]

[Your Contact Information]