

Telecom Plan Amendment Approval

Date: [Insert Date]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Recipient Name]

[Recipient Company Name]

[Recipient Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your request for an amendment to your telecom plan has been approved. The details of the amendment are as follows:

- Plan Name: [Insert Plan Name]
- New Features: [List new features]
- Effective Date: [Insert Effective Date]
- Monthly Rate: [Insert New Monthly Rate]

We appreciate your business and are excited to continue supporting your communication needs. If you have any questions or require further assistance, please do not hesitate to contact us at [Your Contact Information].

Thank you for choosing [Your Company Name].

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]