

Telecom Service Assessment Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Position]

[Telecom Company Name]

[Company Address]

[City, State, Zip]

Dear [Recipient's Name],

I am writing to request an assessment of our current telecom services, as we are looking to evaluate our current providers and explore options for optimization and cost savings. We are particularly interested in understanding our usage patterns, service reliability, and potential alternatives available in the market.

Please provide us with an overview of our service levels, any relevant performance metrics, and suggestions for enhancements. We would appreciate your feedback at your earliest convenience, preferably by [Insert Deadline].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]