

Your Name  
Your Address  
City, State, Zip Code  
Email Address  
Phone Number  
Date

Customer Service Department  
[Telecom Company Name]  
Company Address  
City, State, Zip Code

Dear Customer Service Team,

I hope this message finds you well. I am writing to request clarification regarding the renewal terms of my current telecom plan, which is set to expire on [Expiration Date]. I would appreciate detailed information on the following:

- Renewal options available upon expiration
- Any changes in pricing or terms associated with the renewal
- Impact on existing features and services
- Notice period required for cancellation

Please let me know if you need any further information from my side. I look forward to your prompt response so I can make an informed decision regarding my plan renewal.

Thank you for your assistance.

Best regards,  
Your Name