

Telecom Service Requirement Evaluation

Date: [Insert Date]

To: [Recipient Name]

Company: [Recipient Company]

Address: [Recipient Address]

Subject: Telecom Service Requirement Evaluation

Dear [Recipient Name],

We are conducting an evaluation of our telecom service requirements and would like to gather information from your company regarding your services and capabilities. Below are the specific areas we are interested in:

1. Service Overview

Please provide a brief overview of your telecom services, including voice, data, and any specialized offerings.

2. Service Levels and SLA

We would like to understand your service levels and any Service Level Agreements (SLAs) you offer. Please detail your response times, uptime guarantees, and support availability.

3. Pricing Structure

Outline your pricing model, including any setup fees, monthly charges, and additional costs for exceeding service thresholds.

4. Implementation Timeline

What is your typical implementation timeline for services once an agreement is reached?

5. References

Provide references from similar clients who have utilized your telecom services.

Thank you for your attention to this matter. Please respond by [Insert Deadline] with the requested information. We look forward to your prompt reply.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]