

# Telecom Service Setup Requirements

Date: [Insert Date]

To: [Recipient Name]

Company: [Company Name]

Address: [Company Address]

City, State, Zip Code: [City, State, Zip Code]

Dear [Recipient Name],

We are pleased to inform you that your request for telecom service setup has been received. To ensure a smooth installation process, we kindly ask you to provide us with the following requirements:

## 1. Site Information

- Site Address: [Insert Address]
- Contact Person: [Insert Name]
- Contact Number: [Insert Number]

## 2. Service Requirements

- Type of Service: [e.g., Internet, Phone, etc.]
- Bandwidth Requirement: [Insert Speed]
- Additional Features: [Insert Features]

## 3. Technical Specifications

- Network Configuration: [Insert Details]
- Power Availability: [Insert Info]
- Equipment Location: [Insert Details]

Once we receive the required information, our team will proceed with scheduling the installation at your earliest convenience. Please feel free to reach out if you have any questions or need further assistance.

Thank you for choosing our services!

Sincerely,

[Your Name]

[Your Job Title]

[Your Company]

[Your Contact Information]