

# Telecom Service Provision Arrangement

Date: [Insert Date]

To,

[Recipient Name]

[Recipient Title]

[Company/Organization Name]

[Company Address]

Dear [Recipient Name],

We are pleased to confirm our arrangement regarding the provision of telecom services as per our recent discussions.

## Service Details:

- Service Type: [Insert Service Type]
- Service Start Date: [Insert Start Date]
- Service Duration: [Insert Duration]
- Monthly Charges: [Insert Charges]
- Payment Terms: [Insert Payment Terms]

## Responsibilities:

Both parties agree to the following responsibilities:

- [Insert Responsibility of Service Provider]
- [Insert Responsibility of Recipient]

## Contact Information:

For any queries regarding this arrangement, please contact:

[Your Name]

[Your Title]

[Your Contact Information]

We look forward to a successful partnership.

Sincerely,

[Your Name]

[Your Title]

[Your Company Name]

[Your Company Address]