

# Letter of Intent to Upgrade Subscription Service

Date: [Insert Date]

To,  
[Service Provider's Name]  
[Company Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to formally express my intent to upgrade my current subscription service with [Service Provider's Name] from [Current Subscription Plan] to [Desired Subscription Plan].

After reviewing the benefits of the upgraded plan, I believe that [reasons for upgrade, e.g., enhanced features, additional resources, etc.]. I am eager to take full advantage of these offerings to better meet my needs.

Kindly let me know the next steps to facilitate this upgrade. I would appreciate any assistance you can provide in making the transition smooth and efficient.

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,  
[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Email Address]  
[Your Phone Number]