

Service Package Upgrade Request

Date: [Insert Date]

To: [Service Provider's Name]

From: [Your Name]

[Your Address]

[City, State, Zip Code]

Email: [Your Email]

Phone: [Your Phone Number]

Dear [Service Provider's Name],

I hope this message finds you well. I am writing to formally request an upgrade to my current service package. My account number is [Your Account Number].

After reviewing my current needs, I believe that upgrading to [Specify the desired package] would be the best option for me. This upgrade will provide me with [Briefly state benefits of the new package].

Please let me know the next steps to proceed with this upgrade, including any fees or changes to my current terms of service.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]