

Service Plan Change Proposal

Date: [Insert Date]

To: [Recipient's Name]

From: [Your Name]

[Your Position]

[Your Company]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to propose a change to our current service plan that will better meet the needs of [Client's Company/Department]. After reviewing our existing arrangement, I believe that the following modifications will provide enhanced value:

Current Service Overview:

- [Detail current service features]
- [Detail current service limitations]

Proposed Changes:

- [Detail proposed new features]
- [Detail benefits of changes]

I am confident these changes will lead to improved efficiency and satisfaction. Please let me know a suitable time for us to discuss this proposal in further detail.

Thank you for considering this change. I look forward to your response.

Sincerely,

[Your Name]

[Your Position]

[Your Company]

[Your Contact Information]