

Telecommunication Service Setup Request

Date: [Insert Date]

To: [Service Provider Name]

Address: [Service Provider Address]

Subject: Request for Telecommunication Service Setup at Project Site

Dear [Service Provider Contact Name],

We are writing to formally request the setup of telecommunication services for our ongoing project at [Project Site Address]. The project is set to commence on [Start Date] and we require reliable communication capabilities to ensure smooth operations.

We are seeking the following services:

- High-speed internet connectivity
- VoIP telephone services
- Mobile network coverage enhancement

Please provide us with a quote and the timeline for installation at your earliest convenience. Should you require additional information, feel free to contact us at [Your Phone Number] or [Your Email Address].

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[Your Phone Number]

[Your Email Address]