

Internet Service Upgrade Request

Date: [Insert Date]

[Your Name]

[Your Position]

[Your Company Name]

[Your Company Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Service Provider Name]

[Service Provider Address]

[City, State, Zip Code]

Dear [Service Provider Contact Name],

I am writing to formally request an upgrade to our internet service at [Your Company Name]. As our business continues to grow, we have recognized the need for enhanced internet capabilities to accommodate our increasing operational demands.

Currently, we are subscribed to [Current Plan Name], which has been adequate for our initial needs. However, as we expand our team and increase our online activities, including [explain specific needs, e.g., video conferencing, cloud services, etc.], we need to upgrade to a plan that offers [specify desired features, e.g., higher bandwidth, better reliability, etc.].

We would appreciate your guidance on the available plans that would best suit our requirements and any necessary steps we need to take for this upgrade. Please let us know about the potential timelines and costs associated with the upgrade process.

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

Sincerely,

[Your Name]

[Your Position]

[Your Company Name]