

Internet Service Upgrade Request

Date: [Insert Date]

To: [Internet Service Provider's Name]

Address: [Provider's Address]

Dear [Provider's Contact Name],

I am writing to formally request an upgrade to my current internet service plan. As an educational institution, [Your Institution's Name] relies heavily on stable and high-speed internet connectivity to facilitate learning and provide resources to our students and faculty.

Due to the increase in online classes and digital resource usage, our current internet speed is no longer sufficient to meet our needs. We would greatly appreciate an upgrade to a plan that offers higher bandwidth and improved reliability.

Please let us know the available options for an upgrade, including pricing, installation timelines, and any potential promotions that may apply.

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

Sincerely,

[Your Name]

[Your Title]

[Your Institution's Name]

[Your Contact Information]