

# Device Upgrade Inquiry for Business Accounts

Date: [Insert Date]

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]

To: [Recipient's Name]  
[Recipient's Position]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about the possibility of upgrading the devices associated with our business account, [Account Number or ID]. We are particularly interested in [specific devices/brands] to enhance our operational efficiency.

Could you please provide information on the available upgrade options, including any associated costs, timelines, and eligibility criteria? Additionally, if there are any promotional offers currently available, we would appreciate the details.

Thank you for your assistance. I look forward to your prompt response.

Best regards,  
[Your Name]  
[Your Position]  
[Your Company Name]