

Formal Letter Requesting Telecommunication System Upgrade

Subject: Request for Telecommunications System Upgrade

Dear [Manager's Name],

I am writing to request an upgrade to our current telecommunications system. The existing setup has shown frequent downtime and limited capacity, affecting internal and client communications. An upgraded system with better bandwidth and cloud-based integration would improve productivity and reduce costs. I recommend scheduling an assessment with the IT team to evaluate available solutions.

Thank you for considering this proposal.

Sincerely,

[Your Name]

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