

[Date]

[Recipient Name]

[Recipient Title]

[Department/Company Name]

[Address]

Subject: Letter of Instruction for Upgraded Telecom Service Opt-In Procedures

Dear [Name],

This letter provides formal instructions regarding the opt-in procedures for our upcoming telecommunications service upgrade. To ensure a seamless transition to the [Service Name/Technology, e.g., 5G or Fiber] network, please adhere to the following steps:

1. Eligibility Verification

Review the attached list of accounts to confirm eligibility for the upgrade based on current hardware compatibility and service location.

2. Formal Consent Process

All users or department heads must provide explicit consent to migrate. This can be completed via:

- The internal service portal at [URL]
- Submitting the attached 'Opt-In Authorization Form' to [Email Address]

3. Timeline for Activation

Opt-in requests must be submitted by [Deadline Date]. Once the request is processed, the upgrade will be scheduled within [Number] business days. Users will receive a confirmation email once the new service is active.

4. Equipment Replacement

If the upgrade requires new hardware (e.g., routers or SIM cards), the distribution will be managed by the [Department Name]. Please include the specific shipping address in the opt-in form.

Failure to follow these procedures by the deadline may result in a delay of service improvements or a temporary interruption of connectivity during the legacy system phase-out.

For any technical questions regarding these instructions, please contact [Name/Department] at [Phone Number] or [Email Address].

Sincerely,

[Your Signature]
[Your Printed Name]
[Your Title]