

[Date]

[Recipient Name]

[Recipient Title/Building Management]

[Property Name/Address]

Subject: Request for Technician Access for Telecom Infrastructure Upgrades

Dear [Recipient Name],

I am writing to formally request access to the premises at [Address/Building Name] for technicians from [Telecom Company Name]. We are scheduled to undergo necessary telecommunications upgrades to improve service connectivity and speed.

The work is scheduled to take place on the following date(s) and time(s):

- **Date:** [Date]
- **Time:** [Start Time] to [End Time]

The technicians will require access to the following areas:

- [e.g., Main Telecom Room/MPOE]
- [e.g., Utility Riser/Closets]
- [e.g., Suite/Office Number]

The onsite technician(s) will be [Technician Name(s) if known] and they will carry valid corporate identification. We will ensure that the work is conducted with minimal disruption to other tenants and that all work areas are left clean.

Please confirm if this schedule is acceptable or if there are specific security protocols we need to follow. You can reach me at [Phone Number] or [Email Address] if you have any questions.

Thank you for your cooperation.

Sincerely,

[Your Name]

[Your Title]

[Your Company]