

Subject: Request for Plan Modification

Dear [Ooma Customer Service/Support Team],

I hope this message finds you well. I am writing to request a modification to my current Ooma service plan.

Account Information:

- Name: [Your Name]
- Account Number: [Your Account Number]
- Email Associated with Account: [Your Email]

Current Plan: [Your Current Plan]

Requested Modification: [Details of the desired plan modification]

I would appreciate your assistance in processing this request. If there are any forms or additional information needed, please let me know.

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

Best regards,

[Your Name]

[Your Phone Number]

[Your Address]