

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

Ooma Customer Service

[Ooma Address]
[City, State, Zip Code]

Subject: Request for Service Upgrade

Dear Ooma Customer Service Team,

I hope this message finds you well. I am writing to formally request an upgrade to my current Ooma service plan.

Account Information:

- Account Name: [Your Name]
- Account Number: [Your Account Number]

I would like to upgrade my service to [Desired Plan/Service], as I believe it will better meet my needs.

Please let me know the necessary steps to complete this upgrade and if there are any additional costs associated.

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

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]