

ORIGINAL



VarTec Telecom, Inc.

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December 15, 2004

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To Whom It May Concern:

We send you this notice in connection with the bankruptcy cases pending in the United States Bankruptcy Court for the Northern District of Texas, Dallas Division for VarTec Telecom, Inc. and its U.S. affiliated debtor companies, which are listed on **Annex A** attached to this letter (collectively the "Listed Companies").

Please, update your records to reflect that the Listed Companies have moved their corporate headquarters to a new location. All future correspondence and notices under all contracts and agreements with any of the Listed Companies must be sent to the following address:

2440 Marsh Lane
Carrollton, Texas 75006

The new main telephone number is: (972) 478-3000.

All notices under any contracts and agreements should now be sent to "Attention: Contracts Dept." with a copy to the "Legal Department"; both at the above address.

- CMP _____
- COM _____
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- ECR _____
- GCL _____
- OPC _____
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- SCR _____
- SEC 1
- OTH Grant

Please feel free to forward this information within your organization as appropriate.

Sincerely,

Michael G. Hoffman
President

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Kim P. ✓ (no open dets)

P. O. Box 650582
2440 Marsh Lane

Dallas, Texas 75265-0582
Carrollton, Texas 75006

DOCUMENT NUMBER-DATE
(972) 478-3000
Fax (972) 478-3955
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ANNEX A

| Listed Company | Case No. |
|--|-----------------|
| VarTec Telecom, Inc. | 04-81694-SAF-11 |
| Excel Communications Marketing, Inc. | 04-81695-BJH-11 |
| Excel Management Service, Inc. | 04-81696-BJH-11 |
| Excel Products, Inc. | 04-81697-HCH-11 |
| Excel Telecommunications, Inc. | 04-81698-SAF-11 |
| Excel Telecommunications of Virginia, Inc. | 04-1700-BJH-11 |
| Excel Teleservices, Inc. | 04-81699-BJH-11 |
| Excelcom, Inc. | 04-81701-SAF-11 |
| Telco Communications Group, Inc. | 04-81704-HDH-11 |
| Telco Network Services, Inc. | 04-81702-BJH-11 |
| VarTec Business Trust | 04-81703-HDH-11 |
| VarTec Properties, Inc. | 04-81708-BJH-11 |
| VarTec Resource Services, Inc. | 04-81705-BJH-11 |
| VarTec Solutions, Inc. | 04-81706-SAF-11 |
| VarTec Telecom Holding Company | 04-81710-SAF-11 |
| VarTec Telecom International Holding Company | 04-81707-BJH-11 |
| VarTec Telecom of Virginia, Inc. | 04-81709-HDH-11 |