

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

[Service Provider's Name]
[Service Provider's Address]
[City, State, ZIP Code]

Subject: Request for Router Service

Dear [Service Provider's Name/Customer Service],
I hope this letter finds you well. I am writing to request assistance with my router service. My account number is [Your Account Number], and I have been experiencing issues with my internet connection, specifically [briefly describe the issue, e.g., intermittent disconnections, slow speeds, etc.].

I have tried the following troubleshooting steps:

1. [Step 1]
2. [Step 2]
3. [Step 3]

Despite my efforts, the issue persists. I would appreciate it if you could arrange for a technician to investigate this matter further at your earliest convenience. Please let me know the available appointment times. Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,
[Your Name]