

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to inquire about my subscription with the number [Subscription Number].

[Include any specific questions or issues related to your subscription here.]

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

Sincerely,

[Your Name]