

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

Facebook Customer Support
Facebook, Inc.
1 Hacker Way
Menlo Park, CA 94025

Dear Facebook Customer Support Team,
Subject: Inquiry Regarding My Facebook Account

I hope this message finds you well. I am writing to inquire about an issue I am experiencing with my Facebook account associated with the email address [your-email@example.com] and the username [your-username]. On [date of issue], I noticed that [briefly describe the issue, e.g., "I was unable to access my account due to a password reset."]. I have attempted to [describe any actions you took, e.g., "reset my password multiple times using the 'Forgot Password' link"], but unfortunately, I have not been successful.

I would appreciate your assistance in resolving this matter as quickly as possible. Please let me know if you require any further information to assist with my inquiry. You can reach me at [your phone number] or [your email address].

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,
[Your Name]