

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

Federal Communications Commission  
445 12th Street SW  
Washington, DC 20554

Subject: Request for Operator Assistance

Dear Sir/Madam,

I am writing to seek assistance regarding [briefly describe the issue or request, e.g., "my telecommunications service"] and to inquire about possible solutions from the FCC.

Details of the issue are as follows:

- **\*\*Service Provider Name:\*\*** [Provider Name]
- **\*\*Account Number:\*\*** [Account Number]
- **\*\*Description of the Problem:\*\*** [Detailed description of the issue]
- **\*\*Attempts Made to Resolve:\*\*** [List any attempts made to resolve the issue]

I would appreciate any guidance or assistance you can provide to help me address this matter promptly.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]