

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

Customer Service

Ikon Pass

[Company Address]
[City, State, Zip Code]

Dear Ikon Pass Customer Service,

Subject: Request for Ikon Pass Reissue

I hope this message finds you well. I am writing to request a reissue of my Ikon Pass, which I recently [describe the situation, e.g., lost, damaged, etc.].

My pass details are as follows:

- Name: [Your Name]
- Pass Number: [Your Pass Number]
- Date of Purchase: [Purchase Date]

I have attached any relevant documents and/or identification to assist in this process. I would appreciate your guidance on the next steps to obtain a replacement pass.

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

Sincerely,

[Your Name]

[Signature (if sending a hard copy)]