

[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 Upgrade

I hope this message finds you well. I am writing to request an upgrade to my current Ikon Pass. My details are as follows:

- Current Pass Type: [Your Current Pass Type]
- Pass Number: [Your Pass Number]

Due to [brief explanation of reason for upgrade, e.g., increased number of planned ski days, changes in travel plans, etc.], I would greatly appreciate the opportunity to upgrade my pass to [Desired Pass Type]. I understand there may be additional fees associated with this upgrade and am willing to comply with any necessary procedures. Please let me know the steps to complete this process.

Thank you for your assistance.

Sincerely,

[Your Name]