

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

[Brokerage Name]  
[Brokerage Address]  
[City, State, Zip Code]

Dear [Broker's Name or "Customer Service Department"],

Subject: [Subject of the Letter]

I hope this letter finds you well. I am writing to [state purpose of the letter, e.g., inquire about an account issue, request information, provide feedback, etc.].

[Provide details about your inquiry or request. Be specific and clear about the issue you are addressing or the assistance you require.]

I would appreciate your prompt attention to this matter. Please feel free to contact me at [your phone number] or [your email address] should you need further information.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]