

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

Dear [Recipient Name],

Subject: Request for LNB Upgrade

I hope this letter finds you well. I am writing to request an upgrade to my current Low-Noise Block (LNB) converter. My account number is [Your Account Number], and I have been a customer since [Year].

I have been experiencing issues with signal strength and quality, and I believe an upgraded LNB would significantly improve my satellite reception.

Please let me know the options available for the upgrade and any associated costs or procedures.

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

Sincerely,

[Your Name]