

[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: Inquiry Regarding Missing QBO Account Features

I hope this message finds you well. I am writing to inquire about certain features that appear to be missing from my QuickBooks Online (QBO) account ([Your QBO Account Number or Company Name]).

As a valued user of QBO, I have noticed that the following features are not available:

1. [Feature 1]
2. [Feature 2]
3. [Feature 3]

These features are essential for my business operations, and I would appreciate any information you can provide regarding their availability or potential reinstatement.

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

Sincerely,

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