

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

[Recipient's Name]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to request a subscription to IXL for [mention the purpose, e.g., personal use, classroom use, etc.].

I believe that IXL's comprehensive resources will greatly benefit [mention who will use it, e.g., my child, my students, etc.].

Please provide the details regarding the subscription plans available, including pricing and features.

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

Sincerely,

[Your Name]