

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request an upgrade to my current IXL subscription. I have been utilizing IXL for [duration of time] and have found it to be an invaluable resource for [briefly explain how IXL has benefited you or your children].

Given my experience and the progress made, I believe that upgrading to [specific upgrade needed] would significantly enhance my learning experience. [Optional: You can include any specific features or benefits you are hoping to gain from the upgrade].

Thank you for considering my request. I look forward to your positive response.

Sincerely,

[Your Name]