

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

Square Reader Support

[Square's Address]
[City, State, Zip Code]

Dear Square Reader Support,

Subject: Request for Assistance with My Square Account

I hope this message finds you well. I am writing to seek assistance regarding my Square Reader account (Account ID: [Your Account ID]).

[Briefly explain the issue you are experiencing with your account, e.g., login problems, transaction disputes, etc. Include any relevant details or reference any previous communications if applicable.]

I would greatly appreciate your support in resolving this matter. Please let me know if any additional information is required on my part.

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

Sincerely,

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