

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

[Recipient Name]  
[Recipient Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally request a Square Reader to enhance our payment processing capabilities for [explain purpose, e.g., our upcoming events, daily transactions, etc.].

As a [your position, e.g., small business owner, event organizer] at [your organization], it is essential for us to provide our customers with a seamless and efficient payment experience. The Square Reader would enable us to accept card payments anywhere and improve our overall service quality.

I would appreciate your consideration of this request and look forward to discussing it further. Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Title/Position]  
[Your Organization]