

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to request an upgrade for my Square Reader account. My current reader has served me well, but I believe that upgrading to the latest model will enhance my business operations and improve customer satisfaction.

Given the recent advancements in Square technology, I am particularly interested in the features offered by the [specific model or version] that can help streamline payment processes and provide better service to my customers.

Please let me know the necessary steps to proceed with the upgrade process, including any potential costs involved. I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Business Name, if applicable]