

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

Square Reader Activation Team  
Square, Inc.

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

Dear Square Reader Activation Team,

I am writing to request the activation of my Square Reader. Below are the details associated with my account:

- Account Name: [Your Business Name]
- Account Email: [Your Email Address]
- Square Reader Serial Number: [Serial Number of the Reader]

I have completed all necessary setup steps and am looking forward to utilizing the Square Reader for my transactions. Please let me know if you require any additional information to process my request.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Title/Position] (if applicable)  
[Your Business Name] (if applicable)