

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to formally discuss the integration of Square Reader into our existing payment system at [Your Company]. We believe that this integration will enhance our payment processing capabilities and improve customer experience.

To proceed with the integration, we would like to outline our requirements and the necessary steps we need to take to implement Square Reader effectively.

1. ****Objective****: [State the main objective of the integration]
2. ****Scope of Integration****: [Detail the system functionalities that will be integrated with Square Reader]
3. ****Timeline****: [Propose a timeline for the project]
4. ****Resources Required****: [List any resources needed from both teams]
5. ****Support and Assistance****: [Indicate any necessary support or contact points from Square]

We are eager to collaborate on this project and believe it will bring mutual benefits. Please let us know a convenient time for a meeting to discuss this further.

Thank you for considering our request. We look forward to your positive response.

Sincerely,

[Your Name]
[Your Position]
[Your Company]