

[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 Team,

Subject: Request for Assistance with [Brief Description of Issue]

I hope this message finds you well. I am writing to request support regarding an issue I have been experiencing with my Square Reader.

[Describe the issue in detail, including any error messages, steps taken to resolve it, and how long you have been experiencing the problem.]

I would appreciate your guidance on how to resolve this issue as soon as possible. Thank you for your attention to this matter.

Looking forward to your response.

Best regards,

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