

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

Square Reader Service

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

Dear Square Reader Service Team,

I am writing to inquire about [specific issue or service you need assistance with].

[Briefly explain your situation or question. Include any relevant details that may help in addressing your inquiry.]

I appreciate your assistance in resolving this matter and look forward to your prompt response. Thank you for your attention to this issue.

Sincerely,

[Your Name]
[Your Business Name (if applicable)]