

[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 letter finds you well. I am writing to request the installation of a Square Reader at my business location. We believe that integrating this technology will enhance our payment processing capabilities and improve customer satisfaction.

Details of the installation request are as follows:

- ****Business Name****: [Your Business Name]
- ****Business Address****: [Your Business Address]
- ****Preferred Installation Date****: [Proposed Date]
- ****Contact Person****: [Your Name/Designated Contact Person]
- ****Contact Number****: [Your Phone Number]

Please let me know if there are any specific requirements or additional information needed to proceed with this request. We appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Title]
[Your Business Name]