

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

Square Reader Merchant Support
Square, Inc.

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

Dear Square Merchant Support Team,

Subject: Merchant Setup Request for Square Reader

I hope this letter finds you well. I am writing to request the setup of my merchant account for the Square Reader as I am eager to start processing payments for my business, [Your Business Name].

Below are the relevant details for my merchant application:

- Business Name: [Your Business Name]
- Business Address: [Your Business Address]
- Email: [Your Email Address]
- Phone Number: [Your Phone Number]
- Nature of Business: [Brief Description of Your Business]
- Estimated Monthly Sales Volume: [Your Estimated Sales Volume]

Please let me know if you require any additional documentation or information to proceed with the setup. I appreciate your assistance and look forward to your prompt response.

Thank you for your support.

Sincerely,

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