

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

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to seek assistance with my Square Reader. I have encountered some issues that I would like to troubleshoot.

**\*\*Issue Description:\*\***

[Describe the specific problem you are experiencing with the Square Reader, such as connection issues, payment processing errors, etc.]

**\*\*Steps Taken:\*\***

[List any troubleshooting steps you have already attempted, such as restarting the device, checking connections, updating software, etc.]

**\*\*Additional Information:\*\***

[Include any other relevant details, such as serial number, software version, or error messages received.]

I would greatly appreciate your guidance on resolving this matter. Please let me know if you need any further information from my end.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Position/Title, if applicable]

[Your Company Name, if applicable]