

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to request support regarding my subscription for [specific service or product] that I recently signed up for on [subscription date].

Unfortunately, I have encountered some issues related to [describe the specific issue, e.g., billing, access, service interruptions]. I would appreciate your assistance in resolving this matter as soon as possible.

My account details are as follows:

- Account Name: [Your Account Name]
- Subscription ID: [Your Subscription ID]
- Email associated with the account: [Your Email]

Thank you for your attention to this matter. I look forward to your prompt response to help me resolve this issue.

Best regards,

[Your Name]