

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

Tzumi Technology, LLC

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

Dear Customer Service Team,

Subject: Notification Regarding [Issue/Concern/Request]

I hope this message finds you well. I am writing to formally notify you about [describe the issue/concern/request in brief].

[Provide detailed information regarding the issue, including any relevant order numbers, dates, and specifics. Mention any previous communications or attempts to resolve the matter, if applicable.]

I kindly request your assistance in resolving this matter at your earliest convenience. Please let me know if you require any further information or documentation from my side.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]