

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

Customer Service  
Verizon Communications Inc.  
[Verizon Address]  
[City, State, Zip Code]

Dear Customer Service,

Subject: Inquiry Regarding [Specific Issue/Service]

I hope this message finds you well. I am writing to inquire about  
[specific issue or service] related to my account ([insert account number  
if applicable]).

[Provide a brief description of your inquiry or concern, including any  
relevant details or questions you may have.]

I would appreciate any information you can provide regarding this matter.  
Thank you for your attention to this request.

Sincerely,

[Your Name]  
[Your Account Number (if applicable)]