

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

Customer Service

Verizon Wireless

[Verizon's Address]

Dear Verizon Customer Service,

Subject: [Brief Description of Issue/Request]

I am writing to [clearly state the reason for your letter, e.g., request assistance, express a concern, etc.].

[Provide detailed information regarding your situation, including any relevant account numbers, dates, and specific issues you've encountered.]

I would appreciate your prompt attention to this matter and look forward to your response. Thank you for your assistance.

Sincerely,

[Your Name]

[Your Account Number (if applicable)]