

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

Customer Service

Verizon Wireless

[Verizon's Address]

[City, State, Zip Code]

Subject: Request for Plan Change

Dear Verizon Wireless Customer Service,

I hope this letter finds you well. I am writing to formally request a change to my current Verizon Wireless plan.

My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Current Plan: [Your Current Plan Name]

I would like to change my plan to [New Plan Name or Description] effective [Desired Start Date].

Please let me know if there are any additional steps I need to take to complete this change or if you require any further information from me.

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

Sincerely,

[Your Name]