

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
Verizon Wireless
[Department/Recipient Name]
[Company Address]
[City, State, Zip Code]
Dear Verizon Wireless Customer Service,
[Your message body goes here.]
Thank you for your attention to this matter.
Sincerely,
[Your Name]