

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

Customer Service

Verizon Wireless

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

Dear Verizon Wireless Customer Service,

Subject: Request for Assistance

I hope this letter finds you well. I am writing to request assistance regarding [briefly state the issue or reason for your request, e.g., billing, service interruption, account issues].

My account number is [Your Account Number], and I have been a loyal customer since [Year]. The details of my concern are as follows:

[Provide a detailed description of the issue or request, including any relevant dates, account information, and what assistance you require].

I would appreciate your prompt attention to this matter and any help you can provide. Please feel free to contact me at [Your Phone Number] or [Your Email Address] if you need any further information.

Thank you for your assistance.

Sincerely,

[Your Name]