

[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: Customer Service Inquiry

I hope this letter finds you well. I am writing to inquire about
[specific issue or inquiry] related to my account with Verizon Wireless.
My account number is [your account number].

[Briefly describe the issue or question you have, providing relevant
details such as dates, previous communications, or any troubleshooting
steps taken.]

I would appreciate your assistance in resolving this matter at your
earliest convenience. Please feel free to reach me at [your phone number]
or [your email address] should you need further information.

Thank you for your attention to this matter. I look forward to your
prompt response.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]