

[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 Customer Service,

I am writing to formally request a change to my current wireless plan. My account number is [Your Account Number].

I would like to change my plan from [Current Plan Name] to [Desired Plan Name]. My decision to change is based on [brief reason for the change, e.g., needing more data or a better rate].

Please let me know if there are any steps I need to follow to complete this change or if further information is required.

Thank you for your assistance.

Sincerely,

[Your Name]