

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

Verizon Wireless  
Customer Service

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

Dear Verizon Customer Service,

Subject: [Brief Description of the Issue or Request]

I hope this letter finds you well. My name is [Your Name], and I am a current Verizon Wireless customer with account number [Your Account Number]. I am writing to address [specific issue or concern, e.g., billing discrepancy, service interruption, request for information].

[Detailed explanation of the issue or request. Include any relevant dates, account details, and previous communications if applicable.]

I would appreciate your prompt attention to this matter and look forward to your response. Please feel free to contact me at [Your Phone Number] or [Your Email Address] should you require any further information.

Thank you for your assistance.

Sincerely,  
[Your Name]