

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

Dear [Recipient Name],

Subject: Request for WPS PIN

I hope this message finds you well. I am writing to request the WPS PIN needed for [specify purpose, e.g., connecting my device to the wireless network].

My account details are as follows:

- Account Name: [Your Account Name]
- Account Number: [Your Account Number]

I would appreciate it if you could provide the WPS PIN at your earliest convenience. Thank you for your prompt attention to this matter.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]