

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

XM Radio Customer Service

[XM Radio Address]
[City, State, Zip Code]

Dear XM Radio Customer Service,

Subject: Request for Account Upgrade

I hope this message finds you well. I am writing to request an upgrade for my XM Radio account, with the account number [Your Account Number]. I would like to upgrade to the [specific plan or package name], as I am interested in [brief reason for upgrade, e.g., additional channels, features, etc.].

Please let me know the steps required to complete this upgrade, along with any associated fees.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,
[Your Name]