

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

Customer Service

xtra.co.nz

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

Dear Customer Service Team,

Subject: Change Request for Account [Your Account Number or Reference]

I hope this message finds you well. I am writing to formally request a change related to my account with xtra.co.nz.

Description of the Change Requested:

[Briefly describe the change you would like to request, e.g., change of plan, address update, etc.]

Reason for Change:

[Provide a brief explanation of why you are requesting this change.]

I would appreciate your assistance in processing this request at your earliest convenience. Should you require any additional information or documentation, please do not hesitate to contact me via the details provided above.

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

Sincerely,

[Your Name]

[Your Account Number] (if applicable)