

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

[VPN Service Provider Name]
[Provider Address]
[City, State, Zip Code]

Dear [VPN Service Provider Name],

Subject: Service Request for VPN Setup

I am writing to formally request assistance with the setup and configuration of your VPN service in order to ensure secure and private internet access.

Details of my request:

- ****Account Name/ID:**** [Your Account Name/ID]
- ****Type of Service Requested:**** [e.g., Personal VPN, Business VPN]
- ****Specific Requirements:**** [e.g., Number of connections, specific regions, etc.]

I would appreciate a prompt response regarding the next steps needed to initiate this service. If you need any further information or documentation, please do not hesitate to contact me at the numbers listed above or via email.

Thank you for your assistance.

Sincerely,

[Your Name]