

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

AOL Customer Service

[Address or Email if applicable]

Subject: Notification Letter Regarding [Issue/Concern]

Dear AOL Customer Service,

I hope this message finds you well. I am writing to formally notify you regarding [describe the issue or concern briefly, e.g., "an unauthorized access attempt on my AOL account"].

Account Information:

- AOL Username: [Your AOL Username]
- Email Address: [Your Email Address]

Details of the Issue:

[Provide a detailed description of the issue, including any relevant dates, times, and actions taken. Be concise and clear.]

I would appreciate your prompt attention to this matter and look forward to a resolution. Please let me know if you require any further information.

Thank you for your assistance.

Sincerely,

[Your Name]