

Request for Subscription Assistance

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Recipient's Title]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request assistance with my subscription to [Service/Product Name]. Due to [briefly explain your circumstances, e.g., financial difficulties, loss of income], I am facing challenges in maintaining my subscription.

It has been a valuable resource for me, and I would greatly appreciate any support or options you could provide, such as discounts, payment plans, or alternative solutions.

Thank you for considering my request. I look forward to your response.

Warm regards,

[Your Name]