

# Customer Service Request

Date: [Insert Date]

To: Customer Service Department

[Telecom Company Name]

[Company Address]

Dear Customer Service Team,

I am writing to formally request assistance regarding my account with [Telecom Company Name]. My account number is [Account Number].

The issue I am experiencing is as follows:

[Briefly describe the issue or request in detail]

I would appreciate it if you could address this matter at your earliest convenience. If you need any further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email Address].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Address]

[Your City, State, Zip Code]