

Account Upgrade Request for Rewards Program

Date: [Insert Date]

To: [Customer Service Department]

Subject: Request for Account Upgrade to Rewards Program

Dear [Customer Service Team/Specific Recipient Name],

I hope this message finds you well. I am writing to formally request an upgrade to my account for the [Name of Rewards Program]. My account details are as follows:

- Account Holder Name: [Your Name]
- Account Number: [Your Account Number]
- Email Address: [Your Email Address]

Having enjoyed the benefits of your services, I am excited about the opportunity to enhance my experience through the rewards program. I believe that through this upgrade, I will be able to take full advantage of the special offers and exclusive rewards available to members.

Please let me know if you need any further information or documentation from my side to process this request. I look forward to your prompt response.

Thank you for your assistance!

Best regards,

[Your Name]

[Your Phone Number]

[Your Email Address]