Swift Assistance Activation

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

To: [Recipient Name]

[Recipient Position]

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally request the activation of my Swift Assistance service. My account number is [Account Number]. I appreciate your prompt attention to this matter.

Thank you for your assistance. I look forward to your confirmation.

Sincerely,

[Your Name]