

Customer Service Department

Magazine Name

Address Line 1

Address Line 2

City, State, Zip Code

Date: [Insert Date]

Dear Customer Service Team,

I hope this message finds you well. I am writing to inquire about my magazine subscription for [Magazine Name]. My subscriber ID is [Subscriber ID], and I began my subscription on [Start Date].

Unfortunately, I have not received my issues since [Last Received Issue Date], and I would appreciate your assistance in resolving this matter.

Thank you for your attention to this issue. I look forward to your prompt response.

Sincerely,

[Your Full Name]

[Your Address]

[Your Email]

[Your Phone Number]