

# Account Servicing Resolution

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service Department

[Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service Team,

I am writing to formally address an issue regarding my account with [Company Name], account number [Account Number]. I have encountered the following issue: [Briefly describe the issue].

To resolve this matter, I would appreciate your assistance in [Describe the resolution you are seeking]. I believe this will help maintain a positive relationship with your service.

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

Sincerely,

[Your Name]