

Application for Supplementary Service Line

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company/Organization Name]

[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I am writing to formally request the addition of a supplementary service line to my existing account with [Company/Organization Name]. My account number is [Account Number], and I have been a customer since [Year].

The supplementary service line will greatly enhance my ability to [briefly explain the reason for the request, e.g., manage additional services, improve accessibility, etc.]. I believe this addition will not only benefit my needs but also contribute positively to my ongoing relationship with your organization.

I kindly ask you to review my application and provide me with the necessary information regarding the process, as well as any requirements that I may need to fulfill.

Thank you for considering my application. I look forward to your prompt response.

Sincerely,

[Your Name]