

Request for Prepaid Service Extension

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

Customer Service

[Service Provider Company Name]

[Company Address]

[City, State, Zip Code]

Dear Customer Service,

I am writing to formally request an extension of my prepaid service plan. My account number is [Account Number], and my current service plan is set to expire on [Expiration Date]. Due to [briefly explain reason for request], I would greatly appreciate an extension of my service.

Please let me know the necessary steps to process this request or if you require any additional information from my side. I look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]