

Your Name
Your Address
City, State, Zip Code
Email: your.email@example.com
Phone: (123) 456-7890
Date: [Insert Date]

Recipient Name
Company Name
Company Address
City, State, Zip Code

Dear [Recipient Name],

I am writing to formally request the activation of my logistics account with [Company Name].

Account Details:

Account Name: [Your Account Name]

Account Number: [Your Account Number]

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

Sincerely,
[Your Name]
[Your Job Title]
[Your Company Name]