

# Service Retrieval Application

**Date:** [Insert Date]

**To:** [Service Provider's Name]  
[Service Provider's Address]  
[City, State, Zip Code]

Dear [Service Provider's Name],

I am writing to formally request the retrieval of services that were previously provided under my account with the following details:

- **Account Number:** [Insert Account Number]
- **Service Type:** [Insert Service Type]
- **Service Address:** [Insert Service Address]

Due to [brief explanation of the reason for retrieval], I would appreciate it if you could assist me in reinstating the services at your earliest convenience. If there are any forms, fees, or procedures that I need to follow to expedite this process, please let me know.

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

Sincerely,

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Your Phone Number]  
[Your Email Address]