

Customer Support Assistance Request

Date: [Insert Date]

[Customer Name]

[Customer Address]

[City, State, Zip Code]

Email: [Customer Email]

Phone: [Customer Phone Number]

Dear Customer Support Team,

I hope this message finds you well. I am writing to request assistance regarding my prepaid utility service account. My account number is [Insert Account Number].

Recently, I have experienced [describe the issue, e.g., difficulties in topping up my account, service interruptions, etc.]. I would appreciate your prompt response to help resolve this matter.

If you require any additional information, please feel free to contact me at the phone number or email address provided above.

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

Sincerely,

[Customer Name]