

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
DXL
[Company Address]
[City, State, Zip Code]
Dear [Recipient Name],
Subject: Notification Letter for [Specify Purpose, e.g., Account Update,
Service Change, etc.]
I hope this message finds you well. I am writing to formally notify you
regarding [specific issue or purpose] related to my account/customer
service with DXL.
[Provide a detailed description of the situation or request, including
any relevant dates, and information that may assist in resolving the
issue.]
I would appreciate your prompt attention to this matter, and I look
forward to your response. Please feel free to contact me at [Your Phone
Number] or [Your Email Address] should you require any further
information.
Thank you for your assistance.
Sincerely,
[Your Name]
[Your Title or Position, if applicable]
[Optional: Your Account Number or Reference Number]