

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Request for DXF File Submission

I hope this letter finds you well. I am writing to request the DXF files for [specific project or purpose] in order to [briefly explain the reason for the request, e.g., facilitate further design, production, etc.].

Please find the details below:

- Project Name: [Enter project name]
- Required DXF Files: [List specific files, if applicable]
- Deadline for Submission: [Enter deadline, if any]

I appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Company/Organization, if applicable]