

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

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

Subject: Request for GX Form

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally request the GX form required for [specific purpose or details about the form].

[Include any relevant information or context that may assist the recipient in processing your request.]

Please let me know if there are any additional documents or information needed to facilitate this request. I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,  
[Your Name]