

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

[Recipient Name]
[Recipient Address]
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to submit the required information for the HxH form as requested. Please find the completed form enclosed along with any additional supporting documents needed for your review.

Should you have any questions or require further information, please do not hesitate to contact me.

Thank you for your attention to this matter.

Sincerely,
[Your Name]