

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

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

Dear [Recipient's Name],

Subject: Request for HxH Form

I hope this letter finds you well. I am writing to formally request the HxH form necessary for [briefly explain the purpose, e.g., my application process, verification, etc.].

[Provide any additional details relevant to your request, including deadlines, specific information needed, or other pertinent details.]

I appreciate your assistance and look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,
[Your Name]