

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

[Recipient's Name]  
[Recipient's Title]  
[Company Name]  
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Follow-up on XDR File Submission

I hope this message finds you well. I am writing to follow up regarding the XDR file I submitted on [submission date]. I wanted to confirm that you received it and to inquire if there are any updates or additional information needed from my side.

As previously discussed, the file contains [briefly describe the contents or purpose of the XDR file]. I believe this information is vital for [mention the relevance or importance of the file].

Please let me know if you require any further details or clarification. I appreciate your attention to this matter and look forward to your response.

Thank you for your time.

Best regards,

[Your Name]  
[Your Title/Position]  
[Your Organization]