

[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: Formal Request for XDS

I hope this letter finds you well. I am writing to formally request
[specific details about the XDS, e.g., access, updates, documents, etc.].
[Provide a brief background on the request and any relevant details that
support your request.]

I appreciate your attention to this matter and look forward to your
prompt response. Please let me know if you require any further
information to process my request.

Thank you for your assistance.

Sincerely,

[Your Name]
[Your Title (if applicable)]
[Your Company/Organization (if applicable)]