[Your Name] [Your Address] [City, State, Zip Code] [Email Address] [Phone Number] [Date] [Recipient's Name] [Company/Organization Name] [Address] [City, State, Zip Code] Dear [Recipient's Name], Subject: Inquiry Regarding XQR Code I hope this letter finds you well. I am writing to inquire about the XQR code technology and its applications. [Briefly explain your reason for the inquiry, any specific questions you may have, or details about your interest in the XQR code.] Thank you for your time and assistance. I look forward to your prompt response. Sincerely,

[Your Name]