

``xml John Doe

*123 Main St Springfield IL 62701*

john.doe@example.com (555) 123-4567 Jane Smith

*456 Elm St Springfield IL 62702*

jane.smith@example.com (555) 765-4321 2023-10-15 Request for Information

Dear Jane Smith, I am writing to request information regarding the recent updates to the project. Specifically, I would like to know about the new deadlines and deliverables that may have changed. Thank you for your attention to this matter.