

``xml John Doe

*123 Main St, Anytown, AT 12345*

johndoe@example.com 123-456-7890 Jane Smith

*456 Elm St, Othertown, OT 67890*

janesmith@example.com 098-765-4321 Request for Information

Dear Jane Smith, I am writing to request information regarding [specific topic or issue]. Your assistance in this matter would be greatly appreciated. Thank you for your attention to this request. I look forward to your prompt response.