

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

[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to formally request a [specific request, e.g., "Letter of No Record" or "XNR letter"] pertaining to [briefly explain the context, e.g., "my recent application" or "my account"].

The details are as follows:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- Reference Number: [Any relevant reference number, if applicable]

The purpose of this request is [explain why you need the XNR letter]. I would greatly appreciate your assistance in this matter and look forward to your prompt response.

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Signature (if sending a hard copy)]