

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Company/Organization Name]  
[Address]  
[City, State, Zip Code]

Dear [Recipient Name],

I am writing to formally apply for the XQD card as part of my [reason for needing the card, e.g., business needs, travel, etc.]. I believe that possessing this card will greatly enhance my ability to [explain how the card will benefit you].

I have attached all necessary documentation to support my application, including [list any required documents, such as identification, proof of address, etc.].

Thank you for considering my application. I look forward to your positive response.

Sincerely,  
[Your Name]