

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
[Recipient's Organization]
[Organization's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: XQD Card Eligibility Verification

I hope this message finds you well. I am writing to request verification of my eligibility for the XQD card. Below are my personal details for your reference:

- Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]
- ID Number: [Your ID Number]
- Address: [Your Complete Address]

I believe I meet all the requirements set forth for the issuance of the XQD card, and I kindly request your assistance in confirming my eligibility. Please find enclosed supporting documents that may aid in the verification process:

- [List of enclosed documents, e.g., identification, application form, etc.]

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]
[Your Printed Name]