

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

[Recipient's Name]
[Company/Organization Name]
[Address]
[City, State, ZIP Code]

Subject: Request for XQD Card Renewal

Dear [Recipient's Name],

I hope this message finds you well. I am writing to formally request the renewal of my XQD card, which is set to expire on [expiration date].

My current card details are as follows:

- Card Number: [Your Card Number]
- Full Name: [Your Full Name]
- Date of Birth: [Your Date of Birth]

In compliance with the renewal requirements, I have attached the necessary documents for your review, including:

1. A copy of my current XQD card
2. Proof of identity (e.g., government-issued ID)
3. Any other required documentation

I appreciate your timely attention to this matter. Please let me know if you need any additional information or if there are further steps I should follow.

Thank you for your assistance.

Sincerely,

[Your Name]