

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request a fitting appointment for the XS garment that I recently ordered.

Could you please let me know your availability for the fitting? I am looking forward to ensuring the perfect fit and would appreciate your guidance during this process.

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

Best regards,

[Your Name]