

[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],

Subject: Request for XS Pattern

I hope this letter finds you well. I am writing to formally request the XS pattern for [specific project or purpose] that is relevant to [briefly explain the context].

The XS pattern is crucial for [explain why you need it and its relevance to your work]. I believe that having access to this pattern will greatly enhance our [mention any benefits or outcomes].

If possible, please provide the XS pattern at your earliest convenience. Should you need any further information or clarification regarding my request, please do not hesitate to contact me.

Thank you for considering my request. I look forward to your prompt response.

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position, if applicable]  
[Your Company/Organization, if applicable]