

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Title]

[Recipient Company/Organization]

[Recipient Address]

[City, State, Zip Code]

Dear [Recipient Name],

Subject: Compliance Request for XT Battery

We are writing to formally request compliance documentation regarding the XT battery used in our products. As part of our commitment to regulatory standards and industry best practices, we would like to ensure that all specifications, safety standards, and certifications are aligned with the current requirements.

Please provide the following information:

1. Battery specifications and technical data
2. Safety and compliance certifications (e.g., UL, CE)
3. Testing and quality assurance reports
4. Hazardous material declarations

We appreciate your cooperation in this matter and look forward to your prompt response. Should you have any questions or require further information, please do not hesitate to contact me at [Your Phone Number] or [Your Email].

Thank you for your attention to this request.

Sincerely,

[Your Name]

[Your Title]

[Your Company]

[Your Contact Information]