

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

[Recipient Name]
[Company Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to formally request assistance regarding [specific issue or topic related to xtra.co.nz].

[Provide a brief explanation of your situation and the type of assistance you need.]

I would greatly appreciate any support or information you could provide.

Your prompt response would be invaluable to me.

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

Sincerely,

[Your Name]