

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

[Recipient Name]
[Recipient Title]
[Company Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this message finds you well. I am writing to request assistance with logging into the XT application via the ASPX portal. I have been experiencing issues and would appreciate your guidance on resolving this. Thank you for your prompt attention to this matter. I look forward to your response.

Sincerely,

[Your Name]
[Your Contact Information]