

[Your Company Letterhead]

[Date]

[Recipient Name]

[Recipient Address]

[City, State, Zip Code]

Subject: Notification of XUR Status

Dear [Recipient Name],

We are writing to inform you about the current status of your XUR (eXtended User Rights) application.

[Insert details about the application status, any required actions, and deadlines or further instructions.]

If you have any questions or require further assistance, please do not hesitate to contact us at [Contact Information].

Thank you for your attention to this matter.

Sincerely,

[Your Name]

[Your Job Title]

[Your Company Name]

[Contact Information]