

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to request the issuance of my XQD card.

[Optional: Brief explanation of your need for the card, if necessary.]

Please let me know if there are any forms or additional information needed to process my request. Thank you for your assistance.

Sincerely,

[Your Name]