[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]
Dear [Recipient Name],
I hope this letter finds you well. I am writing to provide you with the DirectX Diagnostic Tool (dxdiag) information for my system, as requested. Below are the details:

System Information
- Operating System: [OS Name and Version]
- System Manufacturer: [Manufacturer]
- System Model: [Model]
- BIOS: [BIOS Version]
- Processor: [Processor Name and Speed]
- Memory: [Amount of RAM]
- Page File: [Page File Size]
- DirectX Version: [DirectX Version]

Display Devices
- Card Name: [Graphics Card Name]
- Manufacturer: [Graphics Manufacturer]
- Chip Type: [Chip Type]
- DAC Type: [DAC Type]
- Approx. Total Memory: [Total Memory]
- Current Display Mode: [Display Mode]

Sound Devices
- Description: [Sound Card Description]
- Manufacturer: [Sound Manufacturer]
- Driver Version: [Driver Version]

If you need any further information or additional details, please feel free to reach out to me. Thank you for your attention to this matter.
Sincerely,
[Your Name]