

[Your Name]
[Your Address]
[City, State, ZIP Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Job Title]
[Company/Organization Name]
[Company Address]
[City, State, ZIP Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to request the DirectX Diagnostic Tool (dxdiag) information from your system. This information will help us in [briefly explain the reason for the request, e.g., troubleshooting, system evaluation, etc.].

To obtain the dxdiag information, please follow these steps:

1. Press the Windows key + R to open the Run dialog.
2. Type "dxdiag" and press Enter.
3. Once the tool opens, click on "Save All Information" and save the file to your desktop.
4. Attach the saved file to your response.

If you have any questions or need assistance with this process, please do not hesitate to reach out. Your cooperation is greatly appreciated.

Thank you for your attention to this matter.

Sincerely,

[Your Name]
[Your Job Title]
[Your Company/Organization Name]