

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Position]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to express my sincere appreciation for [specific achievement, contribution, or support provided by DXC]. Your efforts have significantly impacted [mention specific outcomes or improvements].

Your dedication to excellence and commitment to our partnership have not gone unnoticed. [Provide specific examples of how their contributions have made a difference.]

Thank you once again for your outstanding support and collaboration. We look forward to continuing our successful partnership in the future.

Warm regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Position]