

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

Dear [Recipient Name],

I hope this message finds you well. I wanted to take a moment to follow up on our recent conversation regarding the [specific position name or opportunity] at DXC. I am very enthusiastic about the possibility of joining your team and contributing to [specific goals or projects relevant to the role].

I appreciate the insights you shared during our discussion, and I would love to learn more about the next steps in the hiring process. Please let me know if you need any further information from my side.

Thank you once again for the opportunity. I look forward to hearing from you soon.

Best regards,

[Your Name]