

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

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

Dear [Recipient's Name],

Subject: Inquiry Regarding [Specific Topic]

I hope this message finds you well. I am writing to inquire about
[specific details or questions regarding your inquiry].

[Provide any necessary background information and context related to your
inquiry.]

I would greatly appreciate any information you can provide on this
matter. Thank you for your attention to my inquiry.

Looking forward to your prompt response.

Sincerely,

[Your Name]