

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

[Recipient's Name]
[Recipient's Title]

DXC Technology

[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to [briefly state the purpose of your letter, e.g., express my interest in a position, discuss a partnership opportunity, etc.].

[Provide detailed information about the purpose of your letter. Be clear and concise. Mention any relevant experience, skills, or proposals you may have.]

Thank you for considering my request. I look forward to the possibility of [mention any next steps or your eagerness to discuss further].

Sincerely,

[Your Name]

[Your Job Title, if applicable]