

[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.  
[Introduction: Briefly introduce yourself and the purpose of the letter.]  
[Body: Provide detailed information regarding your request, concern, or  
topic of discussion. Be clear and concise, using professional language.]  
[Conclusion: Summarize your main points and clearly state any action you  
would like the recipient to take.]  
Thank you for your attention to this matter. I look forward to your  
prompt response.  
Sincerely,  
[Your Name]  
[Your Position, if applicable]  
[Your Company, if applicable]