

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Recipient's Title]
Xoom Corporation
[Company Address]
[City, State, Zip Code]
Dear [Recipient's Name],
I hope this message finds you well.
[Introduction: Briefly state the purpose of your letter.]
[Body: Provide detailed information about the subject matter, including
any relevant facts, figures, or examples.]
[Conclusion: Summarize your main points and include any calls to action
or requests for follow-up.]
Thank you for your attention to this matter. I look forward to your
response.
Sincerely,
[Your Name]
[Your Title/Position, if applicable]
[Your Company, if applicable]