

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

[Recipient's Name]  
[Recipient's Title]  
[Company/Organization Name]  
[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to formally inquire about  
[specific topic or issue related to xterm].

[Provide additional details regarding your inquiry or request, ensuring  
to maintain a formal tone throughout.]

I appreciate your attention to this matter and look forward to your  
prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]

[Your Job Title (if applicable)]

[Your Company/Organization Name (if applicable)]