

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to provide you with the details regarding Xur's location for this week.

Xur can be found in [specific location, e.g., "the Hangar in the Tower" or "IO near the giant tree"]. He will be present from [start time] on [day] until [end time] on [day]. During this period, you'll be able to purchase exotic items, weapons, and engrams.

Here are Xur's inventory items for this week:

1. [Item name 1] - [Brief description of the item]
2. [Item name 2] - [Brief description of the item]
3. [Item name 3] - [Brief description of the item]

Make sure to visit him before he leaves, as his inventory changes weekly!

If you have any questions or need assistance, feel free to reach out.

Best regards,

[Your Name]
[Your Contact Information]