```
[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient Name]
[Recipient Address]
[City, State, Zip Code]
Dear [Recipient Name],
I hope this message finds you well.
I wanted to share with you the location of Xur for this week.
**Location:** [Xur's Location]
**Date Available:** [Start Date] - [End Date]
**Items for Sale:**
1. [Item 1]
2. [Item 2]
3. [Item 3]
4. [Item 4]
Be sure to check it out before Xur leaves!
Best regards,
[Your Name]
```