

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Recipient's Title]  
[Recipient's Company]  
[Recipient's Address]  
[City, State, Zip Code]  
Dear [Recipient's Name],  
I hope this message finds you well.  
[Paragraph 1: Introduction and purpose of the letter.]  
[Paragraph 2: Details about the Xerox printing requirements, including  
specific needs and specifications.]  
[Paragraph 3: Any additional information or instructions.]  
Thank you for your attention to this matter. I look forward to your  
prompt response.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Typed Name]  
[Your Title]