

[Your Name]  
[Your Position]  
[Your Company]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Position]  
[Xerox Company Name]  
[Company Address]  
[City, State, ZIP Code]

Dear [Recipient Name],

I am writing to inquire about your Xerox production services. We are currently exploring options for high-volume printing and would like to understand your capabilities, pricing, and turnaround times.

Please provide us with your service details and any relevant information at your earliest convenience.

Thank you for your assistance.

Best regards,

[Your Name]  
[Your Position]  
[Your Company]