

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to request [specific service or information related to Xerox].

[Briefly explain your request or situation, if necessary]

I appreciate your assistance and look forward to your reply.

Thank you for your attention to this matter.

Sincerely,

[Your Name]