

[Your Name]  
[Your Title]  
[Your Company]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient Name]  
[Recipient Title]  
[Recipient Company]  
[Recipient Address]  
[City, State, Zip Code]  
Dear [Recipient Name],  
[Opening Paragraph: Introduce the purpose of the letter and any relevant context.]  
[Body Paragraph 1: Detail the specifications or features of the Xerox machines.]  
[Body Paragraph 2: Discuss pricing, availability, or service options.]  
[Closing Paragraph: Summarize the key points and express willingness to discuss further.]  
Thank you for considering this information. I look forward to your response.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title]  
[Your Company]