

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

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

Dear [Recipient's Name],

Subject: Request for User-Friendly Xerox Settings

I hope this message finds you well. I am writing to request assistance with adjusting the Xerox settings to enhance user-friendliness for our team.

Specifically, I would appreciate guidance on the following settings:

1. Default Print Quality
2. Paper Size Selection
3. Duplex Printing Options
4. Change Notifications for Low Toner

If possible, could you provide step-by-step instructions or a quick guide? This would greatly help our team to utilize the Xerox machine efficiently.

Thank you for your support. I look forward to your prompt response.

Best regards,

[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Job Title] (if applicable)  
[Your Company/Organization Name] (if applicable)