

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to follow up on our recent conversation regarding the Xerox printer model [Model Number] that I inquired about on [Date of Inquiry].

As discussed, I am very interested in understanding more about the features and capabilities of the printer, as well as its pricing options and any current promotions that may be available.

If you could provide me with this information at your earliest convenience, I would greatly appreciate it. Thank you for your assistance, and I look forward to hearing from you soon.

Warm regards,

[Your Name]
[Your Job Title, if applicable]
[Your Company, if applicable]