

[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 inquire about the specifications and pricing of your Xerox printers. Specifically, I am interested in models suitable for both color and black-and-white printing for office use.

Could you please provide me with detailed information regarding:

1. Features and capabilities of the models available
2. Pricing and available discounts
3. Warranty and service options
4. Installation and maintenance services

I would appreciate your prompt response, as I am looking to make a decision soon. Thank you for your assistance.

Sincerely,
[Your Name]