

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

[Recipient's Name]
[Company Name (Xerox)]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Appeal for [Specify Issue/Request]

I hope this letter finds you well. I am writing to formally appeal the decision regarding [briefly state the issue, e.g., a warranty claim, service request, etc.] related to my Xerox [model name or number] printer, account number [xxx].

On [date of incident/issue], I [explain the circumstances surrounding the issue]. I believe the decision made on [date of decision] does not fully consider [briefly state reason for appeal].

I would greatly appreciate it if you could review my case again. Enclosed are [list any attached documents, e.g., receipts, service reports, prior correspondence] to support my appeal.

Thank you for your attention to this matter. I look forward to your prompt response.

Sincerely,

[Your Signature (if sending a hard copy)]

[Your Printed Name]