

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

[Recipient's Name]  
[Recipient's Title]

Xerox Corporation

[Company Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I wanted to follow up on my recent communication regarding [specific topic or inquiry].

As we discussed, [briefly recap the previous conversation or inquiry], and I am eager to hear your thoughts or any updates you might have.

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

Best regards,

[Your Name]