

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

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

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the Xerox services and products offered by your company.

Specifically, I am interested in learning more about:

1. The range of Xerox machines available for purchase or lease.
2. Maintenance and support services provided.
3. Pricing options and any ongoing promotions.
4. Delivery and installation timelines.

Could you please provide me with the relevant information at your earliest convenience? I appreciate your assistance and look forward to your response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]