

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

[Recipient's Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry About XJS

I hope this message finds you well. I am writing to inquire about the XJS model, as I am interested in learning more about its features, specifications, and availability.

Could you please provide me with detailed information regarding:

1. The latest specifications of the XJS
2. Pricing options and any ongoing promotions
3. Availability in my area
4. Warranty and service options

Additionally, if there are any brochures or catalogs available, I would appreciate if you could send them along.

Thank you for your time and assistance. I look forward to your prompt response.

Sincerely,
[Your Name]