

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

Customer Service

Xtra.co.nz

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

Dear Customer Service Team,

Subject: Inquiry Regarding Services

I hope this letter finds you well. I am writing to inquire about the various services offered by Xtra.co.nz. As a potential customer, I am particularly interested in [specific services or features] and would appreciate any information you could provide regarding pricing, availability, and any ongoing promotions.

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

Sincerely,

[Your Name]

[Your Job Title, if applicable]