

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about  
[specific information or position, e.g., job openings, application  
process, company internship program] at [Company Name].

[Briefly introduce yourself and explain your interest in the company or  
position.]

I would appreciate any information you could provide regarding [specific  
details you are looking for].

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

Sincerely,

[Your Name]