

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

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

Dear [Recipient's Name],

Subject: Request for Background Removal Services

I hope this letter finds you well. I am writing to inquire about your background removal services for [specific project or purpose, e.g., product photography, business profile photos].

We are looking to enhance our images by providing them with a clean and professional look. Specifically, we need:

- Backgrounds removed from [number] images
- A quick turnaround time of [desired timeframe]
- The final images delivered in [desired format e.g., JPEG, PNG]

Please let me know your pricing structure and availability for this project. We are keen to work with you and would appreciate any examples of your previous work in this area.

Thank you for considering our request. I look forward to your prompt response.

Best regards,

[Your Name]
[Your Job Title/Position]
[Your Company Name]