

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

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[Company 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].

[Introduction: Briefly introduce your project and the need for background removal.]

[Details: Describe the specific images or content you need the background removed from. Include any dimensions, formats, and specifics about the style you are looking for.]

[Timelines: Mention any deadlines or timelines associated with the project that are relevant to the request.]

[Budget: If applicable, include any budget constraints or pricing inquiries.]

[Closing: Express your interest in collaborating and your excitement about the potential results. Include any additional information if necessary.]

Thank you for your attention to this matter. I look forward to hearing from you soon.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]  
[Website, if applicable]  
[Attachments, if any]