

[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],

I hope this letter finds you well. I am writing to inquire about your background removal services. As a [briefly describe your profession or project], I am in need of high-quality images with backgrounds removed for [specific purpose].

Could you please provide me with details regarding your services, pricing, and turnaround time? Additionally, I would appreciate any information on file formats you accept and any specific requirements you may have for image quality.

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

Sincerely,

[Your Name]
[Your Job Title, if applicable]
[Your Company Name, if applicable]