

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

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

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about your background removal services. Our company, [Your Company Name], is in need of high-quality background removal for a series of images that we plan to use in our marketing materials.

We are looking for a reliable partner who can provide efficient and precise editing, as well as competitive pricing. If you could share your portfolio and pricing structure, it would be greatly appreciated. Additionally, we would like to know your turnaround time for a typical project.

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

Best regards,

[Your Name]  
[Your Position]  
[Your Company Name]  
[Your Company's Website]