

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

Dear [Recipient Name],

Subject: Business Inquiry

I hope this letter finds you well. My name is [Your Name] and I am [Your Position] at [Your Company]. We are interested in [briefly explain what you are inquiring about, e.g., potential partnership, product information, etc.].

We believe that [explain why you are reaching out to this company, mention any relevant details]. Therefore, we would appreciate it if you could provide us with [specific information you are requesting]. Please let us know if you need any further information from our side. We look forward to your prompt response.

Thank you for your attention to this matter.

Sincerely,

[Your Name]  
[Your Position]  
[Your Company]