

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

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

Dear [Recipient's Name],

Subject: Inquiry Regarding [Specific Inquiry Topic]

I hope this letter finds you well. I am writing to inquire about  
[specific information or service related to BQ].

[Include any relevant details or context related to your inquiry. Be  
concise and to the point.]

I would appreciate any information you can provide regarding [specific  
questions or details you want answered].

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

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]