

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

CJ Smith
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear CJ Smith,

I hope this letter finds you well. I am writing to inquire about [specific inquiry topic]. I am interested in [explain reason for inquiry briefly] and would appreciate any information or guidance you could provide.

[Optional: include additional details about why this inquiry is relevant to you or your organization.]

Thank you for your time and assistance. I look forward to your response.

Sincerely,

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