

[Your Name]  
[Your Address]  
[City, State, Zip Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Salon/Company Name]  
[Salon Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about the best practices for maintaining my hair color after my recent appointment on [date of appointment].

Specifically, I would like to know:

1. Recommended products for at-home care.
2. Suggested washing frequency to prolong color vibrancy.
3. Any treatments or services you recommend for upkeep.

Thank you for your assistance. I look forward to your expert recommendations.

Sincerely,  
[Your Name]