

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

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

Dear [Recipient Name],

I hope this message finds you well. I am writing to request information regarding the FCE (Functional Capacity Evaluation) services offered by your organization.

Specifically, I would like to know:

1. The process and duration of the FCE.
2. The qualifications of the professionals conducting the evaluation.
3. Any associated costs and how to schedule an appointment.
4. Reporting and follow-up procedures post-evaluation.

Your assistance in providing this information would be greatly appreciated, as it will help me make an informed decision regarding the evaluation process.

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

Sincerely,

[Your Name]