

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

Dear [Recipient Name],

Subject: Inquiry Regarding Head Office Location

I hope this message finds you well.

I am writing to inquire about the head office location of [Company Name] as it pertains to our ongoing operations and collaboration. Understanding the geography of our partnership is crucial for improving communication and coordination between our teams.

Please provide me with the detailed address and any relevant information regarding the office's operational hours. This information will greatly aid our planning and logistics.

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

Best regards,

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