

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

[Recipient's Name]  
[Recipient's Position]  
[Company Name]  
[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 details of the inquiry] related to [explain context briefly].

[Provide additional details or questions here.]

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

Sincerely,

[Your Signature (if sending a hard copy)]  
[Your Name]  
[Your Position]  
[Your Company Name]