

# Inquiry Letter

Date: [Insert Date]

[Your Name]

[Your Address]

[City, State, Zip Code]

[Email Address]

[Phone Number]

[Recipient's Name]

[Company Name]

[Company Address]

[City, State, Zip Code]

## **Subject: Inquiry About [Topic]**

Dear [Recipient's Name],

I am writing to inquire about [specific information you are looking for].

[Provide details about your inquiry and any relevant context.]

I appreciate your assistance and look forward to your prompt response.

Thank you for your time.

Sincerely,

[Your Name]