

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Date]
[Recipient Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear [Recipient Name],

Subject: Inquiry Regarding Hertz Rate

I hope this message finds you well. I am writing to inquire about the current Hertz rates for [specific vehicle type or service] during the period of [specific dates].

I would appreciate it if you could provide me with information regarding:

1. Pricing for different vehicle options
2. Any additional fees or conditions
3. Availability during the specified dates

Your assistance in this matter would be greatly appreciated, and I look forward to your prompt response.

Thank you for your attention.

Sincerely,

[Your Name]

[Your Contact Number]