

[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]