

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient's Name]
[Title]
[Institution/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. My name is [Your Name], and I am writing to inquire about the Intrauterine Insemination (IUI) services offered at [Institution/Organization Name].

I am currently exploring fertility options and would like to gather more information regarding the IUI procedures, potential success rates, and any associated costs. Additionally, I would appreciate understanding the criteria for eligibility and any necessary preliminary assessments.

If possible, I would love to schedule a consultation to discuss this further. Thank you for your time and assistance. I look forward to your response.

Sincerely,

[Your Name]