

**\*\*Inquiry Letter Template Outline\*\***

**1. \*\*Your Name\*\***

Your Address

City, State, Zip Code

Email Address

Phone Number

Date

**2. \*\*Recipient's Name\*\***

Recipient's Title

Company/Organization Name

Address

City, State, Zip Code

**3. \*\*Salutation\*\***

Dear [Recipient's Name],

**4. \*\*Introduction\*\***

- Briefly introduce yourself
- State the purpose of the letter

**5. \*\*Body\*\***

- Provide context or background information related to the inquiry
- Clearly state the specific questions or information you are seeking
- If applicable, mention any relevant deadlines or urgency

**6. \*\*Closing\*\***

- Express appreciation for the recipient's time and assistance
- Provide your contact information again

**7. \*\*Signature\*\***

Sincerely,

[Your Name]