

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]

Jyothi [Last Name]
[Company/Organization Name]
[Company Address]
[City, State, Zip Code]

Dear Jyothi,

Subject: Inquiry Regarding [Specific Inquiry Topic]

I hope this message finds you well.

I am writing to inquire about [specific details of your inquiry]. I am particularly interested in [mention any specific aspects or questions you have].

Any information you could provide would be greatly appreciated.

Thank you for your attention to this matter. I look forward to your reply.

Sincerely,
[Your Name]