

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

[Recipient's Name]  
[Recipient's Title]  
[Organization/Company Name]  
[Organization Address]  
[City, State, Zip Code]

Dear [Recipient's Name],

Subject: Inquiry Regarding FVPS

I hope this message finds you well. I am writing to inquire about the Family Violence Prevention Services (FVPS) provided by your organization. [In this paragraph, briefly explain the reason for your inquiry, any specific questions you have, and relevant background information related to FVPS.]

I appreciate your attention to this matter and look forward to your prompt response.

Thank you for your assistance.

Sincerely,

[Your Name]  
[Your Title/Position, if applicable]  
[Your Organization, if applicable]