

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

[Recipient's Name]
[Recipient's Address]
[City, State, Zip Code]

Dear [Recipient's Name],

I hope this letter finds you well. I am writing to inquire about your services regarding the removal of odors from old books. Recently, I acquired a collection of vintage books that, while valuable, have a distinct musty smell that detracts from their overall enjoyment.

I would greatly appreciate your expertise in this matter. Could you please provide me with information about the methods you use for odor removal, the expected timeframe for the process, and any associated costs?

Thank you for your attention to this request. I look forward to your prompt response.

Sincerely,
[Your Name]