

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

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

Dear [Recipient's Name],

Subject: Inquiry for Services

I hope this message finds you well. I am writing to inquire about the services offered by [Company/Organization Name]. We are currently exploring options for [briefly describe the service needed, e.g., "graphic design," "consulting," "cleaning services," etc.] and are interested in understanding how your company can assist us.

Could you please provide information on the following:

1. A detailed description of your services.
2. Pricing structures or packages available.
3. Any relevant experience or case studies.
4. Availability and lead times for service commencement.
5. Any additional information that may be beneficial for us to consider.

We are looking to make a decision by [insert timeline], so a prompt response would be highly appreciated.

Thank you for your assistance. I look forward to hearing from you soon.

Sincerely,

[Your Name]  
[Your Position, if applicable]  
[Your Company Name, if applicable]