

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

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

Dear [Recipient's Name],

I hope this letter finds you well.

I am writing to inquire about [specific topic/question]. I would appreciate your insights and answers to the following questions:

1. [Question 1]
2. [Question 2]
3. [Question 3]

Thank you for your time and assistance. I look forward to your response.

Best regards,

[Your Name]