

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

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

Dear [Recipient Name],

I hope this letter finds you well. I am writing to inquire about a QR code that I encountered during [describe the context, e.g., an event, advertisement, or product]. I am interested in understanding more about its functionality and the information it provides.

Could you please provide details regarding the purpose of the QR code and how it can be accessed? Additionally, any information on how I can effectively use it would be greatly appreciated.

Thank you for your assistance. I look forward to your prompt response.

Sincerely,

[Your Name]

[Your Title/Position, if relevant]