

[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],

Subject: Formal Inquiry Regarding [Specific Issue/Concern]

I hope this letter finds you well. I am writing to formally address [briefly state the issue or concern, e.g., a complaint, request for information, etc.].

[Provide a detailed explanation of the situation, including relevant dates, events, and any prior communications related to the matter.]

I would appreciate a prompt response to this inquiry. Please feel free to reach me at [your phone number] or [your email address] should you require any further information.

Thank you for your attention to this matter.

Sincerely,

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