

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

[Recipient's Name]
[Company Name]
[Company Address]

[City, State, Zip Code]

Dear [Recipient's Name],

I hope this message finds you well. I am writing to inquire about your snow removal services for the upcoming winter season. Our property located at [Property Address] requires regular snow removal to ensure safe passage for residents and visitors.

Could you please provide me with information regarding your services, including pricing, available packages, and any contracts required? Additionally, I would like to know about your response time during snow events and any other relevant details that would help in making a decision.

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

Best regards,

[Your Name]

[Your Title/Position, if applicable]

[Your Company Name, if applicable]