

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

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

Dear [Recipient Name],

Subject: Inquiry Regarding TQL (Total Quality Logistics)

I hope this message finds you well. My name is [Your Name] and I am [your position/affiliation, if applicable]. I am reaching out to inquire about the services and opportunities offered by Total Quality Logistics (TQL). Specifically, I am interested in [briefly outline what you want information about, e.g., freight brokerage services, carrier partnerships, logistics solutions, etc.].

I would appreciate any information you could provide regarding [specific questions or topics you want to discuss]. Additionally, if possible, I would like to schedule a time to speak with someone from your team to discuss this further.

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

Best regards,

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