

[Your Name]
[Your Address]
[City, State, Zip Code]
[Email Address]
[Phone Number]
[Date]
[Recipient Name]
[Recipient Title]
[Company/Organization Name]
[Address]
[City, State, Zip Code]

Dear [Recipient Name],

I hope this letter finds you well.

I am writing to inquire about the availability and specifications of your UV protective gear. As [mention your organization or purpose], we are seeking to implement safety measures that protect our staff and clients from harmful UV exposure.

Specifically, we are interested in the following types of protective gear:

1. UV-protective clothing
2. UV-blocking sunglasses
3. Protective hats

Please provide information regarding the following:

- Material composition and UV protection rating
- Sizing options
- Pricing and bulk order discounts
- Delivery timelines

We appreciate your time and assistance regarding these inquiries. I look forward to your prompt response.

Thank you.

Sincerely,

[Your Name]
[Your Title/Position]
[Your Organization]